

USAF HONOR GUARD



BASIC PROTOCOL, HONORS, AND CEREMONIES TRAINING GUIDE

L5AZ08G000-001 (IN-RESIDENCE) AND
L5AZK8G000-002 (MOBILE TRAINING TEAM)



UNITED STATES AIR FORCE

HONOR GUARD

Bolling AFB, DC

11th Operations Group

BASE HONOR GUARD PROGRAM

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Foreword

Ceremonial guardsmen are a picture-perfect example of individuals who are highly motivated, maintain exceptionally high standards of conduct, both on and off-duty, and exude enormous amounts of pride in all they do. As ceremonial guardsmen, our actions bring to credit the United States Air Force and the ceremonial guardsmen profession. In keeping with our heritage, this guide is designed to serve as an instrument that ensures all ceremonies performed by the United States Air Force, worldwide, are standardized. This includes the highest visibility ceremonies performed by The United States Air Force Honor Guard to every ceremony performed at base level by each of our Active Duty, Reserve, and Air National Guard Base Honor Guards. This guide will provide detailed instructions on manuals, uniforms, history, tradition and a variety of ceremonies; however, never hesitate to contact our Base Honor Guard Mobile Training Team staff with any questions or concerns that arise during your training.

Further, I ask that you do your part to ensure the widest dissemination of this manual among all our members...help ensure we remain icons of excellence across the Air Force.

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Commander, USAF Honor Guard

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Chapter 1

APPROPRIATE WEAR OF CEREMONIAL UNIFORM ITEMS

Uniform Wear Preface.

IAW 34-242, the USAF Honor Guard establishes uniform standards for all Base Honor Guards. Uniforms **must** be purchased with unit funds, and worn/maintained IAW AFI 36-2903, Table 3.2. Deviations are **not** authorized without written exception to policy waiver from the USAF Honor Guard/CC; contact bhg.training@bolling.af.mil for waiver assistance.

1.1. Ceremonial Hat.

1.1.1. The silver braid on the ceremonial hat rests on the top of the black visor portion of the hat. Pull the two tabs outward to tighten the braid. Place a few small drops of super-glue behind the tabs and set them into place until they dry. This prevents the silver braid from becoming loose and moving out of place.

1.1.2. Secure the black patent leather chinstrap into the up position.

1.1.3. Unscrew the two chrome hat buttons holding the chinstrap into position.

1.1.4. Reverse the chinstrap so that the strap buckle is to the right of center when viewed from the rear.

1.1.5. Screw the chrome hat buttons into place ensuring the wings are in the up position.

1.1.6. The black patent leather chinstrap is worn when inclement weather dictates it. Usually, very strong winds or driving rainstorms make it necessary to wear the chinstrap down. The chinstrap is designed for these reasons and is used accordingly.

1.1.7. Color teams and personal color bearers **will** wear the black patent leather chinstrap down. Wearing the chinstrap down prevents the flag(s) from knocking the ceremonial hat from the head. Additionally, drill teams and flight line cordons may find it necessary to wear the chinstrap down due to continuous drill movements or adverse conditions.

1.2. Ceremonial Coat.

1.2.1. Iron the lapels of the blouse down to enable all three buttons of the blouse to be displayed. Always iron with an ironing cloth to prevent ironing marks, burns, shining, etc.

1.2.2. The aiguillette fits snugly along the shoulder seam of the blouse. Use 5 to 7 large baby pins to secure the aiguillette from underneath the blouse. The tassel is pulled down and the spiraled cord is attached (sewn or glued) to the inside of the larger portion of the aiguillette.

1.3. Ceremonial Blues Shirt.

1.3.1. Blues shirts will be tucked and bloused at all times (excluding certain “princess cut” female shirts due to difference in shirt design).

1.3.2. Shirt garters are an authorized option and are highly encouraged to maintain a neat appearance.

1.3.3. No accouterments will be worn on the shirt when wearing the ceremonial coat, the overcoat and the all weather coat (raincoat).

1.4. Ceremonial Belt.

1.4.1. The ceremonial belt is worn when it is practical and pertinent to the ceremony. Wear the ceremonial belt when the member does not do an extreme amount of moving (i.e.: marching in parades). Awards bearers, flower bearers, OIC/NCOIC (optional), color teams, personal colors bearer etc., and wear the ceremonial belt. Blues shirt will be clean, freshly pressed, wrinkle and string free.

1.4.2. Pallbearers and Firing Party do not wear the ceremonial belt.

1.4.3. The belt will be worn between the second and third button (counting downward) of the ceremonial blouse. On the raincoat, wear belt between the second and third button (counting downward), above pockets. On the overcoat, wear belt between the first and second button (counting downward), above the pockets.

1.4.4. Blousing is (at least) a two-person task; three people can provide an even tighter blouse.

1.4.4.1. Adjust the ceremonial belt to fit very tightly around the waist.

1.4.4.2. The "blousee" holds the belt in the approximate position where the belt fastens with some slack being provided for the "blousers" hands.

1.4.4.3. The "blouser" positions the hands along two side seams on the back of the blouse, raincoat, or overcoat.

1.4.4.4. The "blouser" pulls the excess material from the front of the uniform and folds it underneath the two side seams in a forward position. When bloused, the entire uniform appears neat, wrinkle-free, and without bunches.

1.4.4.5. The "blousee" then fastens the belt in front.

1.4.4.6. The "blouser" re-checks the ceremonial belt and places the two keepers one thumbs length from the chrome belt buckle on both sides of the buckle.

1.5. Ceremonial Trousers/Slacks.

1.5.1. Use an ironing cloth when ironing.

1.5.2. Creases will be sewn in the front and back of the trousers.

1.5.3. When sitting down in ceremonial trousers/slacks, roll the excess material located under the knees into a “cup like” fold to prevent wrinkling.

1.6. Ceremonial Shoes.

1.6.1. Clean and shine the shoes. Furniture polish works well.

1.6.2. Use edge dressing on the soles of the shoes, to include the welts. ***Note: Base Honor Guards are authorized single and doubled-soled shoes with metal taps, not triple-soled.***

1.6.3. Tuck the bows from the shoestrings into the shoe.

1.7. Ceremonial Gloves

1.7.1. Gloves will be white, unless wearing cold weather gear (black gloves) in inclement weather conditions.

1.7.2. Worn with the end of the glove folded under providing a neat appearance.

1.7.3. While performing a Full Honor Funeral, white silicone or gloves with grip material **will** be worn with Firing Party. If it is raining, gloves should not be worn.

1.7.4. While performing a Standard Honor Funeral, white silicone or gloves with grip material will be worn with Firing Party. If it is raining, gloves should not be worn. If the gloves DO NOT have any grip material to allow the member to grip the weapon securely, then do not wear the gloves to fire.

Temperature Categories

(Listed in relative temperature w/ wind chill/heat index adjustments for uniform guidance; this is a suggested guidance, individual bases may adapt their own procedures):

10 degrees Fahrenheit and below:

Recommended uniform items: ceremonial overcoat or ceremonial raincoat with flaps up (if precipitation is present or imminent), black earmuffs (or cold weather cap), gray scarf, and black gloves.

11 degrees Fahrenheit through 44 degrees Fahrenheit:

Recommended uniform items: ceremonial overcoat or ceremonial raincoat with flaps up (if rain precipitation is present and imminent), black earmuffs (or cold weather cap), gray scarf and black gloves.

45 degrees Fahrenheit through 49 degrees Fahrenheit:

Recommended uniform items: ceremonial overcoat with white gloves or ceremonial raincoat with flaps up and black gloves) if precipitation is present or imminent) and ceremonial hat.

50 degrees Fahrenheit through 115 degrees Fahrenheit and above:

Recommended uniform items: ceremonial blouse or ceremonial raincoat, ceremonial hat, and white gloves.

The OIC/NCOIC of the ceremony may authorize wear of the summer dress uniform **ONLY** when temperatures exceed 94 degrees or 90 degrees plus with relative humidity of 60% or higher. ***Note: The summer dress uniform does not present a ceremonial image and should be used only as a last resort.***

The Base Honor Guard OIC/NCOIC should contact local base weather center 2 hours prior to ceremony start time to determine what ceremonial uniform combination will be used. If the OIC/NCOIC is unable to make contact with the base weather center, other options may include searching for a daily forecast online.

This forecast should include temperature, apparent temperature (wind chill/heat index), wind velocity, humidity, and precipitation probability.

1.8. All Weather Coat (Rain Coat 65% Polyester/35% Cotton).

1.8.1. The coat is wrinkle free and a crease will not be ironed in the lapels in case the weather permits members to wear the coat with “flaps-up”. The coat should be worn whenever precipitation is present or imminent.

1.8.2. The belt loops are removed from the coat for blousing purposes and Scotch Guard may be applied prior to use. ***Note: Only if purchased by the Honor Guard.***

1.8.3. A safety pin should be used to secure the split located on the bottom and rear side of the coat. The safety pin is placed in a manner that it cannot be seen half way up the split in the back of the coat.

1.8.4. Officers will center size metal rank insignia 5/8-inch from the end of epaulet. Enlisted personnel will wear metal rank insignia centered one inch from bottom of the collar, and parallel to the outer edge (IAW AFI 36-2903).

1.9. Over Coat.

1.9.1. The coat is wrinkle free and the lapels WILL BE folded and ironed flat as they lay naturally when the coat is buttoned.

1.9.2. The belt and belt loops are removed from the coat for blousing purposes and Scotch Guard may be applied prior to use. ***Note: Only if purchased by Honor Guard.***

1.9.3. Remove the cuff (wrist) straps. The coat will have the ¾-inch silver braid sewn 3-inches from bottom of sleeve.

1.9.4. A safety pin should be used to secure the split located on the bottom and rear side of the coat. The safety pin is placed in a manner that it cannot be seen half way up the split in the back of the coat.

1.9.5. The coat should have six 1-inch silver buttons affixed on the overcoat displaying emblems with wingtips up (buttons WILL BE secured with large baby safety pins).

1.9.6. The “BASE HONOR GUARD” arc will be placed ½-inch down from the left shoulder seam, centered and parallel to the ground as worn.

1.9.7. The aiguillette will be safety pinned to secure the open-end loop under the epaulet, grounded to the left shoulder seam.

1.9.8. Officers will center size metal rank insignia 5/8-inch from the end of epaulet. Enlisted personnel will wear metal rank insignia centered one inch from bottom of the collar, and parallel to the outer edge (IAW AFI 36-2903).

1.9.9. Overcoats are recommended when temperatures are **below** 45 degrees.

1.10. Gray or Black Scarf.

1.10.1 Scarf must be clean, wrinkle-free and duct-taped on the underside to give a “flat” appearance. ***Note: For standardization, ensure all team members dress the same with the same color of scarves when performing in ceremonies.***

1.10.2. Scarf is worn with the wearer’s left over right when crossing over the chest.

1.10.3. Safety pins may be attached to the ends of the scarf and one standard BDU blousing strap will be used to secure the scarf in place around the wearer’s back.

1.10.4. The scarf is worn with the overcoat and black gloves **only**.

1.10.5. Scarves are recommended when temperatures are **below** 45 degrees.

1.11. Extreme cold weather cap (Bunny Cap).

1.11.1. The cold weather cap will be neat, clean and wrinkle free.

1.11.2. The “Hap Arnold” device will be worn on the front of the cap, secured by placing the screw through the pre-made hole and fastening the screws cap tightly from rear.

1.11.3. The cap will always be worn with the earflaps down and chin securely strapped under jaw/chin (secure excess strap by routing it back through the length adjuster).

1.11.4. Every Base Honor Guard should establish a (written) standard temperature when black earmuffs are worn; for example, the USAF Honor Guard wears cold weather caps when temperatures are **below** 40 degrees.

1.12. Black Earmuffs.

1.12.1. Black earmuffs must be clean and lint free.

1.12.2. Black earmuffs are worn with the overcoat **only**.

1.12.3. For standardization purposes, all Base Honor Guard members must wear the same style earmuff. For instance, the entire USAF Honor Guard wears the “Tec Fleece” type (see chapter 16 for ordering information)

1.12.4. Logos located on any part of purchased items must be colored in with a permanent black marker or the logo tag must completely be removed.

1.12.5. Every Base Honor Guard should establish a (written) standard temperature when black earmuffs are worn; for example, the USAF Honor Guard wears earmuffs when temperatures are **below** 48 degrees.

1.13. Summer Dress Uniform.

1.13.1. Proper wear of the summer dress uniform is located in AFI 36-2903, Table 3.2 Distinctive Uniforms. ***Note: The summer dress uniform does not present a ceremonial image and should be used only as a last resort.***

1.13.2. As a general rule, wear the ceremonial belt while wearing the summer uniform. (Except while performing duties where wear will restrict movement or the belt will not maintain straight appearance due to necessary extreme movements, i.e.: as a bearer in funeral ceremony).

1.13.3. The summer dress uniform **WILL NOT** be worn while performing any indoor color teams.

1.14. Light Weight Blue Jacket.

1.14.1. The jacket will be clean and wrinkle free.

1.14.2. **ALWAYS** wear the light weight blue jacket during transit to and from a ceremony as well as when training away from the Honor Guard building. **DO NOT** train in the ceremonial blouse.

1.14.3. Officers will center regular size metal rank 5/8-inch from end of epaulet. Enlisted personnel will wear metal rank insignia centered one inch from the bottom of the collar and parallel to the outer edge (IAW AFI 36-2903).

1.14.4. When wearing the light weight jacket, ensure that the elastic waist band is rolled underneath. This creates a more professional look to the jacket.

1.15. Rain Cap Cover.

1.15.1. Whenever you wear the raincoat for a ceremony, you must wear the rain cap cover over the ceremonial hat. The ceremonial hat emblem is NOT displayed on the outside of the rain cap cover. It will remain under the rain cap cover. **DO NOT** place a small hole in the rain cap cover.

1.15.2. Roll the rain cap cover underneath the back edges of the ceremonial hat to produce a snug fit and neat appearance.

1.15.3. **ALWAYS** wear rain cap cover when wearing light weight blue jacket during transit to and from a ceremony as well as during training.

1.16. Ceremonial Badge (Cookie).

1.16.1. The badge is a unit identifier as a member of the Base Honor Guard team.

1.16.2. The multi-colored ceremonial badge is not a morale badge.

1.16.3. Current members of each individual Base Honor Guard team are authorized to wear the badge. Former members, no longer assigned to the Base Honor Guard are not authorized. If a team operates on a rotation system, members off-rotation, but still assigned to Base Honor Guard, are considered current members. During AEF rotation/deployment, Base Honor Guard current member status may be suspended at home base but qualification to wear DCU Base Honor Guard badge is from current member status at each deployed Base Honor Guard.

1.16.4. The badge **must** be worn on the Ceremonial uniform. The badge may also be worn on the Service dress blues/dress blues uniform. With Installation Commander approval the subdued patch may be worn on BDUs and DCUs (not the same BDU-color, DCU-colored), the aiguillette may also be worn on DCUs. This includes Air National Guard and Reserves. **Note: Recommend checking with MAJCOM/SVS staff to determine if MAJCOM/CC has set higher headquarters policy on wear of patches on BDUs/DCUs.**

1.16.5. For standardization purposes with the Ceremonial uniform, males **will** wear badge on the left side an inch and a half down from the top of the welt of the pocket under the ribbons, unless they have a primary badge i.e.: SFS, missile, fire fighter, etc. If males have primary badge, then they should wear the ceremonial badge in same location as females.

1.16.6. Females **will** wear badge on the right side with the bottom part of the badge lined up with the top of the welt of the pocket and centered where the nametag would be if worn in Service dress blues. If another primary badge is worn on the right side i.e.: OSD, etc. then the placement of the ceremonial badge will be moved to the same location as the males.

1.16.7. Refer to AFI 36-2903; Chapters 4 and 5, for the appropriate wear of other decorations, ribbons and badges (accoutrements).

1.16.7. Each base optimally should implement their own criteria for awarding the badge (i.e.: Upon the completion of a one-week course conducted by a base honor guard class).

1.17. Black Honor Guard BDU/Baseball Cap.

1.17.1. Each individual Installation Commander authorizes wear of the black HG baseball cap; this authorization should be maintained in writing by the Base Honor Guard.

1.17.2. The black hat will be worn with BDUs while performing certain types of functions to include but is not limited to, Change of Commands or Retirements ceremonies. This item is purchased by each Base Honor Guard.

1.17.3. For standardization, wear the top of the hat to have the appearance of a “tapered” look. The front of the hat will have a 2-line statement in all caps. (Top line – BASE HONOR GUARD and Second line – NAME OF BASE example ANYWHERE AFB).

1.17.4. Caps **WILL NOT** have any additional “titles” (i.e.: “Instructor”, “Drill Team”, “NCOIC”; “Flight Sergeant”, “Team Leader or Chief”, etc.). There will only be writing on the front face of the cap. **Note: “To Honor With Dignity” or any other wording is no longer authorized on the back of the black ball cap.**

1.18. Combat Boots.

1.18.1. Boots will be clean and serviceable.

1.18.2. Boots will maintain a high-gloss “spit-shine” at all times. When the boot design permits, the whole boot is shined. For standardization purposes, BDUs are not a useable ceremonial uniform unless each Base Honor Guard purchases a standardized boot style. For instance, all members of the USAF Honor Guard wear the Corcoran Jump Boot, model 1500. Purchase with a brand name/standardization justification for contracting.

1.18.3. Laces will not be wrapped around top of the boot. Laces will be tucked in.

1.18.4. Boots will have edge dressing at all times. Metal or black taps are optional on combat boots.

1.19. Overall Appearance for Ceremonial Uniform.

1.19.1. The ceremonial uniform will be clean, wrinkle and string-free. The ceremonial uniform will **ONLY** be worn to, from, and on official ceremonies. Change out of the ceremonial uniform at the first opportunity following every ceremony.

1.19.2. No jewelry is worn with the ceremonial uniform, i.e.: earrings, bracelets and watches (except a watch for OIC/NCOIC to ensure timeliness) Nametags, wallets and sunglasses **will not** be worn at anytime on the ceremonial uniform. Wedding rings are optional.

1.19.3. Females; if makeup is worn, it must be conservative and natural. No red or bright lipstick should be worn while in the ceremonial uniform. Long hair should be pulled back, preferably in a bun and covered with a hairnet of natural color. If hair is short, it must be pinned back from the face, not to protrude from ceremonial hat.

1.19.4. If any clothing, gloves, flags; flags stands, flag harnesses, etc. are needed, find help locating optional vendors in chapter 16, the Base Honor Guard Supply Catalog.

Chapter 2

STANDING MANUALS (without a weapon)

2.1. Introduction.

2.1.1. This chapter explains the basic movements which must be mastered before attempting to accomplish drill and ceremonies with a weapon. Many of the drill movements resemble those covered in AFM 36-2203, Drill and Ceremonies, and others are unique to the Honor Guard.

2.2. Position of Attention.

2.2.1. The command of execution is **Attention** and will be preceded by a preparatory command (i.e.: Colors, Bearers, Firing Party, Flight, etc). To come to Attention, bring the feet together smartly, the heels and balls of feet are together and on line. Keep the legs straight without stiffening or locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Arms hang straight down along side the body and wrists are not bent. Place thumbs, which are resting along the first joint of the forefinger, along the seams of the trousers. Hands are cupped with palms facing the leg. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are required.

2.3. Positions of Rest.

2.3.1. Parade Rest.

2.3.1.1. The command is **Parade, REST**. Upon the command of execution **REST**, lift the left foot smartly and move it left six to eight inches apart and parallel with each other. Feet point straight forward, legs are straight but not stiff.

2.3.1.2. As the left foot moves, arms extend to the back with hands flared properly(thumbs along the index finger, knuckles away from the body and hands flat), right hand over left hand with middle finger resting over middle finger, right hand inside of the left hand with fingers extended and joined, thumbs inner locked.

2.3.2. At Ease.

2.3.2.1. The command is **AT EASE**. Relax; keep the right foot in place.

2.3.2.2. The position in the formation does not change, maintain silence.

2.3.3. Rest.

2.3.3.1. The command is **REST**. Relax; keep the right foot in place.

2.3.3.2. You may talk in low conversational tones. The position in the formation does not change.

2.3.4. **Fall out.**

2.3.4.1. The command is **FALL OUT**. From the position of Attention, execute a two count about face (see 2.4.1), step off with the left foot, and leave the formation. Unless told otherwise, remain in the immediate area.

2.4. **Facing Movements.**

2.4.1. **Two-Count About Face.**

2.4.1.1. The commands for the movement is About, **FACE**. This is a two-count movement executed from the position of Attention. Upon the command of execution **FACE**, lift the right foot just enough to clear the ground and place it perpendicular to the left foot forming a backwards "T" with both feet, arms remained pinned to the side, head follows the lead foot. This is the first count of the movement. The position of the left foot is not changed. Most of the weight of the body is resting on the ball of the right foot. On the second count, pivot 180-degrees to the right on the *ball* of the right foot while lifting the left foot just enough to clear the ground to meet the right, bringing heels together smartly and resuming the position of Attention. Keep arms pinned to the side for the entire movement.

2.4.2. **Three-Count About Face.**

2.4.2.1. There is no command for this movement. This movement is only performed while moving as a solitary member and from the position of Attention. Lift the left foot just enough to clear the ground and place it in front (perpendicular) of the right foot forming a "T" with both feet, bend the knees slightly. This is the first count of the movement. In the second count, the position of the left foot is not changed; lift the right foot just high enough to clear the ground and pivot 180 degrees, bring the heels together to form a 90-degree angle (an "L"), then bring the left foot smartly to the right foot (third count), resuming the position of attention. Keep the arms pinned at the side for the entire movement. Head and eyes follow the lead/moving foot on each count.

2.4.3. Left (Right) Face.

2.4.3.1. The command for the movement is **Left (Right), FACE**. This is a two-count movement. To complete count one of the movement, from the position of Attention, lift the left (right) foot and place it down ninety degrees to the right (left) foot forming an "L". The heel of the left (right) foot should be against the heel of the right (left) foot. Head follows the lead foot. The rest of the body remains at the position of Attention. To complete count two of the movement, distribute the weight of the body to the left (right) foot. Lift the right (left) foot and, with snap, bring it along side the left (right) foot and turn the body 90-degrees to the left (right) simultaneously. The rest of the body remains at the position of Attention.

2.5. Formation of the Flight.

2.5.1. The purpose of the movement is to form a flight in line formation.

2.5.2. The command for the movement is **FALL IN**.

2.5.3. Upon the command, the guide moves to a position so that the formation is three paces away and centered on the Flight Commander (to do this he or she must take the size of the formation into consideration). Once in position the guide executes an automatic dress right dress without turning his or her head. The first element leader falls into a position to the left of the guide so that his or her right shoulder is touching the fingertips of the guide and executes an automatic Dress Right Dress. The second and third element leaders fall into a position behind the first element leader establishing a 40-inch distance.

2.5.4. Each succeeding member of the formation falls into a position to the left of the element leaders, executing an automatic Dress Right Dress, establishing dress and cover. It's the responsibility of the first element to establish the interval. Once in position, they return to the position of attention. It is important to square off the back of the formation. When there is an odd number, fill the formation in from the first element back.

2.6. Present Arms/Order Arms.

2.6.1. The command is **Present, ARMS**. Upon the command of execution **ARMS**, from the position of Attention, raise the right hand up the centerline of the body, uncupping the hand and extending the fingers and thumb at approximately waist level. Continue to raise the right hand until the upper arm is parallel with the ground and slightly forward of the body (or to the extent of the belt, so that the blouse does not ride up). The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) and the palm is slightly tilted toward the face. Touch the middle finger to the right front corner of the brim of the hat, the outer right point of the eyebrow, or the right outer point on the eyeglasses, depending on what is worn. Thumb and fingers are extended and joined (Do not tuck thumb.)

2.6.2. To return to the position of Attention, the command is **Order, ARMS**. Upon the command of execution **ARMS**, simply retrace your steps backward from Present Arms recupping your hand at approximately waist level. During Present Arms, silence and immobility are required. When performing this movement with a formation using a rifle, present arms and order arms are completed as three count movements (i.e.: If you are NFP calling Present Arms.)

2.7. Forward, MARCH/Flight, HALT.

2.7.1. The command is **Forward, MARCH**. Upon the command of execution **MARCH**, step off with the left foot sliding your heel for the first step. Pick up coordinated arm swing, six inches to the front and three inches to the rear. March with 24-inch steps as measured between the heels. When marching, place one foot in front of the other, in a straight line versus toes pointing inward or outward. To aid in maintaining cadence, the individual marching the formation can call cadence. The cadence commands are **Hut, Two, Three, Four** and are called in sets of two. Hut is given on the left foot, two on the right foot, three on the left foot, and four on the right foot.

2.7.2. To halt, the command is **Flight, HALT**. **Flight** is called on the left foot and **HALT** on the following left foot. Upon the command of execution **HALT**, take one more step with the right foot and close with the left. *Note: Forward, March can be given in incremental steps by using the command Paces Forward, MARCH. Upon the command of execution MARCH, step off with the left foot and march forward the number of step commanded. On the last step simply bring the feet together and resume the position of attention. This movement is executed when there is not enough room to execute a Flight Halt.*

2.8. To Align the Flight in Line.

2.8.1. The purpose of this movement is to align the flight in line formation much like the command **COVER** does in column formation.

2.8.2. The command for this movement is **Dress Right (Left), DRESS**. Upon the command of execution, everyone except the first rank turns their head 45-degrees to the right (left) looking down line to align themselves to the right (left) making sure that they are directly behind the person in front of them. Simultaneously, everyone except the last rank, will lift their left arm up, parallel to the ground, fingers extended, and joined, palm facing down. The rest of the body remains at the position of Attention. To adjust yourself within the formation, take short choppy steps. The first element must maintain fingertip to shoulder contact. Silence is maintained. At the completion of this movement, each element should be aligned from the right or left flank of the formation.

2.8.3. To return to the position of Attention the command is **Ready, FRONT**. Upon the command of execution **FRONT**, bring the head back to the front and the arm down to the side without slapping the side of the leg.

2.8.4. This movement can also be executed at close interval. The commands are **At Close Interval, Dress Right (Left), DRESS.**

2.8.5. To execute the movement, everything is the same except: the left hand slides up to the hip with the palm resting on the hip, fingers extended and joined pointing down. The elbow is bent and flared out 45-degrees. The first rank acquires elbow to arm contact.

2.9. Open Ranks, MARCH/Close Ranks, MARCH.

2.9.1. The purpose of this movement is to open up the formation for inspection.

2.9.2. The command for this movement is **Open Ranks, MARCH.** Upon the command of execution (ALL elements move simultaneously), the first element takes two paces forward, halts, and performs an automatic dress right, dress. The second element takes one pace forward, halts, and performs an automatic dress right, dress. The third element remains in place and executes an automatic dress right, dress. At the completion of this movement, each element should be aligned from the right flank of the formation.

2.9.3. Alignment procedures are used to ensure each file is properly aligned.

2.9.3.1. Once the formation has been given the appropriate dressing command, the Flight Commander moves by the most direct route, to the end of the first element. From this position, the front rank is aligned. If necessary, individuals are instructed to adjust their placement by name or number. The Flight Commander takes short side steps to verify alignment. He/she then faces to the left, marches forward, halts on the end of each succeeding rank, executes right face, and aligns the rank.

2.9.3.2. After verifying the alignment of the last rank, the Flight Commander executes a face in marching to the right and marches three paces from the front rank, halts and executes a left face. The command **Ready, FRONT** is given. The Flight Commander takes one-step forward and executes a right face.

2.9.4. Once alignment is complete, the Flight Commander gives the command **Ready, FRONT.** This movement is accomplished by simply returning to the position of Attention by bringing the left arm down sharply down to the side simultaneously snapping the head back to the front.

2.9.5. Once the inspection sequence is complete the flight is ready to be closed. This is done with the command **Close Ranks, MARCH.** Upon the command of execution the first element stands fast, the second element takes one-step forward and halts and the third element takes two steps forward and halts. This all happens simultaneously with each element halting at the position of Attention.

2.10. Mark, TIME.

2.10.1. The purpose of this movement is to march in place.

2.10.2. The command for this movement is **Mark, TIME**. Upon the command of execution lift the left leg and begin marching in place, lifting each foot four inches off the ground. Keep the arms suspended at your side. The rest of the body remains at the position of Attention. From a march, the command is **Mark, TIME**. Upon the command of execution, take one more 24-inch step and then mark time ensuring you suspend your arms to your side.

2.10.3. To halt, the command is **Flight or Honor Guard, HALT**. Upon the command of execution, take one more step, then bring the feet together, and halt at the position of Attention.

2.10.4. To pick up a march, the command is **Forward, MARCH**. At which time one more step at mark time is taken then step out with a 24-inch step and coordinated arm swing.

2.11. Right/Left Flank.

2.11.1. The purpose of this movement is to turn a formation 90-degrees to the right (left), changing the attitude of the formation.

2.11.2. The command for this movement is **Right (Left) Flank, MARCH** (called on the foot/direction flanking).

2.11.3. Upon the command of execution, take one more step; suspend your arms to your side, pivot on the ball of the left (right) foot 90-degrees to the right (left), and step off with a 24-inch step and coordinated arm swing.

Chapter 3

COLORS

3.1. General Information.

3.1.1. Personnel:

Flag-Bearers (2 or 3). The NCOIC of the Color Team (NCT) will be holding the US/National flag and will call commands from this position.

Rifle Guards (2).

3.1.2. Color Team Location:

3.1.2.1. The Color Team is positioned at a minimum for 10 paces and centered from the foot of the casket during an Active Duty Full Honors Funeral. If possible, the entire family should be able to see the Color Team. Always ensure the next of kin (NOK) can see the Color Team.

3.2. Equipment.

3.2.1. National Colors.

3.2.2. The Air Force Colors.

3.2.3. Additional Colors may be used as appropriate.

3.2.4. Staffs of equal lengths and style/design.

3.2.5. 2 or 3 Flag harnesses will be worn even if they are not used for ceremonies with low ceilings. ***Note: Ribbons and accouterments are optional when wearing the flag harnesses.***

3.2.6. The whole team will wear their ceremonial belts and chin straps down. The black patent leather chinstrap prevents their hats from being pulled off by the flag. ***Note: Chinstraps will be worn for all indoor color ceremonies. The proper placement of the ceremonial belt is buckled on top of the harness.***

3.2.7. White silicone gloves or gloves with the grip material will be worn.

3.2.8. Two inert rifles with white slings. (M-1 rifles, M-16 rifles, M-14 rifles or Springfield 1903s).

3.3. General Rules for Colors.

3.3.1. It is the duty of all Color Team members to ensure the safety and security of the colors they are carrying. Every precaution feasible should be taken to ensure this.

3.3.2. Never dip the American flag.

3.3.3. The height of the team members should be as closely matched as possible. If there is a noticeable difference in members' height, the team should be arranged in an aesthetically pleasing manner.

3.3.4. The NCT does not have to be the highest-ranking member of the team. He or she should be the most experienced and qualified member to complete the mission successfully. The NCT is responsible for ensuring all members are well versed on their positions and ceremony sequences as well as making sure members are in proper uniform.

3.3.5. The flags should always be carried and displayed in proper order. The order (from front to rear when in column formation and from left to right as the audience views the team when abreast) is as follows:

1. National Emblems (U.S. Flag).
2. State and Territorial Flags.
3. Service Flags (Army, Marines Corp, Navy, Air Force, Coast Guard).
4. Organizational Flags.
5. Personal Color (never part of a color team; pre-posted i.e.: POTUS, VPOTUS, CSAF, VCSAF, Generals' Colors, POW/MIA Flags, etc.)

3.4. Commands.

3.4.1. The supplementary command of **Colors**, will be called for all commands when performing with another element. (i.e.: funerals, etc.) Example: **Colors, Present, ARMS**. During funerals, commands should be called at a moderately subdued level. They should not be disruptive to the family. At all other ceremonies, commands will be called in a manner and volume fitting to command the attention of the audience.

3.4.2. All commands echoed by the NCT are performed on the Commander of Troops (COT) command of execution. Example: If the command **Present, ARMS** is given by the COT, the NCT echoes the command **Present** in between the COT's **Present** and **Arms** and the movement will be executed on the COT's command of **Arms**.

3.4.3. All commands given or echoed by the NCT while marching are given and executed on the left foot, except **Right Shoulder, ARMS** and **Eyes, RIGHT**.

3.5. Definition of Terms.

3.5.1. **Colors Turn.** There are two positions in which a Colors Turn is executed: When abreast at the position of Attention and in column/line formation at the position of mark time. When at Attention, the command is **Colors, Colors Turn, MARCH**. Upon the command of execution, the team will begin a mark time with their left foot simultaneously turning **22.5 degrees** to the right on each of the first four steps. On the fifth step the team will automatically Forward March in a natural stepping motion. When at the position of mark time, the command is **Colors, (2,3,4) HALT**. The command of **Colors** will be given on the left heel beat. Immediately upon this command, each team member will begin to rotate 22.5 degrees to the left on each of the next four heel beats. On the fourth heel beat after the command of **Colors**, the command of **HALT** will be given. The team then halts on their right foot and proceed to close with their left. ***Note: When the team is in the Mark, Time position each member picks up his or her feet to about the lower portion of calf. Ensure the team moves in closely in a manner that is almost “kneeing” the individual in front. By doing this, it will give the correct distance of a “fist” length distance between each person’s shoulder when the turn is completed.***

3.5.2. **Left About, MARCH.** This movement can be executed only when the team is abreast. This movement is used to rotate color team 180-degrees while keeping the national flag in the position of honor. This movement should be completed in eighteen counts (first two steps are considered dead steps) for a four-person team and twenty-two counts (first two steps are counted as dead steps) for a five-person team.

3.5.2.1. The command is **Left About, MARCH**. This command, Left About is given from Mark Time. When executed from Mark Time, the count begins on the foot following the command of execution.

3.5.2.2. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner to the left. It is very important that Rifle Guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement and should not “bow” in the middle. Upon the completion of the turn, either the command of **Forward, MARCH or Colors, HALT** will be given on a left heel beat. Ensure there is a “dead” step in between the command of **Colors** and **Halt**; this will enable the team to get a “fist” length distance from shoulder to shoulder.

3.5.3. Right/Left Wheel. This movement can be executed only when the team is abreast and is used to rotate the team 90-degrees to the left/right. This movement should be executed in eight counts for a four-person team and ten counts for a five-person team. The command is **Right/Left Wheel, MARCH**. This command, Right/Left Wheel can be given in the same breath or on each consecutive step depending on the quickness of the wheel. This command can be given from the position of Attention or Mark Time. Upon the command of execution, all team members should begin to rotate the team in a wheeling manner in the appropriate direction. It is very important that Rifle Guards provide enough shoulder and hip pressure to keep the team tight. The pivot point for this movement should be the center of the team. The team should stay in a straight line through the duration of the movement. Upon the completion of the turn, either the command of **Forward, MARCH** or **Colors, HALT** will be given on a left heel beat. ***Note:** This command should be called on the foot of the direction the team is turning.*

3.5.4. Mark Time, MARCH. The command is given from Attention or while marching and is used to suspend progress. This command can be given in any Colors formation. The command is **Mark Time, MARCH**. When given while marching the command should be called on the left heel beat, and all members will take one twenty-four inch step after the command of execution before suspending forward progress. If called from Attention, all members will begin marching in place beginning with their left foot.

3.5.5. Colors, Stand At, EASE. A type of “Parade Rest” where the Color Team is in a posture ready to return to Attention and receive commands.

3.5.6. Dip. This is not a command. It is the action of lowering the flag to approximately a 45-degree angle, performed upon the command of **Present, ARMS**. A “dip” can be executed from the positions of Port Arms and Right Shoulder Arms. This is done with a three-second dip.

3.5.7. Ready, Cut Sequence. At the position of Right Shoulder, the Ready Cut movement is used to return the Flag-Bearers left hand to the position of Attention. The command is **Colors, Ready, CUT**. On the command of execution, the Flag-Bearer sharply returns the left hand to the position of Attention on a one-count cadence. At the position of Attention with the left hand in the Ready Cut position, arm parallel to the ground, fist away and thumb tucked. The Color Team executes a two-count movement. On the first count, the team sharply brings their left hand to their side, forearm parallel to the ground. On the second count, the team cuts their hand straight down to their side.

3.6. Implementation.

3.6.1. Formations. From front to rear, or right to left, the order will be the Right Rifle Guard, the US National Colors, State Flag (as required), USAF Colors, Organizational (as required), and finally the Left Rifle Guard. Color Team members fall in at the position of Attention in one or two formations either column/line (single file) or rank (abreast) formation.

3.6.1.1. Column/Line (Single File). Maintain a closer than normal 40-inch distance to the individual in front. Should be about half that distance with the Right Rifle Guard in front.

3.6.1.2. **Abreast (Single Rank).** Maintain a close interval, approximately four inches (fist distance) between Color Team member's shoulders, when halted. A "shoulder-to-shoulder" interval is maintained when marching in this formation.

3.6.2. **Receiving, Posting, and Retiring the Colors.** The colors are presented during each full honors funeral, arrival/departure of a distinguished visitor and retirement ceremonies. Colors are also commonly posted and retired during ceremonies honoring a person or occasion.

3.7. Responsibilities.

3.7.1. Bearer of National Colors. The bearer of the National Colors is also the NCOIC of the Color Team (NCT). The NCT is responsible for the entire Color Team including Personal Colors. The NCT is responsible for the appearance, conduct, and performance of the Color Team. This includes making sure that (even in the harness cup) the National Flag is never lower than other flags in display; although the flag should not be visibly higher, it should not be visibly lower either. The NCT is responsible for calling the correct command at the right time and in a way that other members of the team can hear the commands clearly and distinctly. This position on the Color Team should be reserved only for the most experienced personnel.

3.7.2. Bearer of Air Force Colors. The bearer of Air Force Colors is responsible for performing all commands on the NCT command of execution.

3.7.3. Right and Left Rifle Guards. The primary responsibility of the Right and Left Rifle Guards is to safeguard the National and Air Force Colors. The Rifle Guards keep unauthorized personnel from walking between the Colors and other elements. They also assist in the alignment of the Colors and eyes for the NCT when the flag blocks vision during windy days, while marching. Right Rifle Guard has the additional responsibility of placing the team in the pre-determined position when marching in column formation. ***Note: Right rifle guard also has the duty of setting the Color Teams cadence, which should remain steady. (Should not be too fast or too slow).***

3.8. Flagstaff Manuals.

3.8.1. **Attention.** For this position the flagstaff should be held in the right hand. The palm of the right hand should be placed on the front of the staff with the fingers and thumb of the right hand grasping the staff tightly. The index finger of the right hand should be extended down the centerline of the staff. The right arm should be fully extended with the right thumb pinned along the seam of the trousers. The pike of the flagstaff should be placed approximately two inches away from the side of the foot and in-line with the second eyelet on the shoe. The flag should be tightly secured between the flagstaff and right arm.

3.8.2. **Stand At, EASE.** This two-count movement is executed when the Colors are at the position of Attention.

3.8.2.1. (Count 1): On the command of execution, the left foot will move six to eight inches to the left.

3.8.2.2. (Count 2): Members will raise their left hand to the “cup” on the harness, grasping it with a fist.

3.8.3. **Stand-by, Colors, ATTENTION.** This two-count movement is executed when members are at **Stand-At, EASE.**

3.8.3.1. (Count 1): On the command of **Colors**, Flag-Bearers will sharply place their left hand into the small of their backs. Left hand should be flared with fingers fully extended. Left forearm should be parallel with the ground.

3.8.3.2. (Count 2): Upon the command of **ATTENTION**, Flag-Bearers will promptly return to the proper position of Attention.

3.8.4. **Port, ARMS.** (from Attention) This is a three-count movement, utilized to keep the Colors mobile, yet close to the ground.

3.8.4.1. (Count 1): Upon the command of execution, ARMS, the Flag-Bearers will raise their left hand and grasp the flagstaff at its mid-section.

3.8.4.2. (Count 2): Using the left hand, lift the flagstaff four to six inches off the ground to about shoulder height.

3.8.4.3. (Count 3): For the final count, the Flag-Bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers (as if trying to touch the back of the pinky). Hand and forearm should be held parallel to the ground and approximately four inches from the body.

3.8.5. **Angle Port Arms.** This movement is utilized when the color team encounters extremely low obstacles. The command for this movement is **Bearers, Ready Two** (three count movement). This command can only be executed from the position of **Port, ARMS**. This command should always be given in a subdued manner.

3.8.5.1. Upon the command of execution, the flag-bearers will lower their flags to a 45-degree angle. Flag-bearers should grasp the flagstaff at its midsection with their left hand and, while keeping their right arm extended downward, flare their right hand along the lower portion of the flagstaff. Fingers of the right hand should be joined and the thumb should be resting on the top of the flagstaff.

3.8.6. **Order, ARMS** (from Port, Arms). This is a two-count movement and is executed at each flag-bearers individual cadence.

3.8.6.1. (Count 1): Upon the command of execution, flag-bearers will slowly allow the flagstaff to slide through their right hand to the ground. Do not grab the flagstaff with the left hand until the pike is on the ground.

3.8.6.2. (Count 2): Next, the flag-bearers will grasp the mid-section of the flagstaff with their left hand and “tuck” or “throw” the flag under and behind their right armpit using their right arm.

3.8.6.3. Once the flag has been secured, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches or a fist length away from the body. This is the **Colors, Ready, Cut** position.

3.8.6.4. At this point the command of Ready Cut is given.

3.8.6.5. **Colors, Ready, CUT** (from Order Arms) this is a two-count movement used to return to the position of Attention from the Ready Cut Position after Order Arms.

3.8.6.5.1. (Count 1): On the command of execution of CUT, sharply bring the left forearm to the left side, parallel to the ground, elbow pulled straight back, hand in a fist.

3.8.6.5.2. (Count 2): Then, sharply bring down to the position of Attention. ***Note: Throughout this manual of Colors, Ready, CUT is assumed as part of their respective Order or Shoulder manual and may not be written/described thereafter to avoid redundancy.***

3.8.7. **Right Shoulder, ARMS** (from Attention). This movement is used to carry Colors outdoors, or in an indoor venue with an extremely high ceiling. ***Note: The first and second counts are in cadence; however once the flagstaff is placed back to the ground, the flag-bearer will hold the staff with the left hand and tuck the flag under his or her right arm using the right hand and bring their left hand back to the Ready Cut position at each individual cadence.***

3.8.7.1. On the annunciation of the “SH” in **Shoulder**, flag-bearers will release the flagstaff with their right hand and re-grip so that the thumb is behind the flagstaff and the four fingers are in front of the flagstaff. This is the “hand-flip”.

3.8.7.2. Upon the command of execution, the flag-bearers will “toss” the staff through the right hand, slightly loosening the grip and then re-gripping before the pike of the staff raises past the “cup” of the harness. The flag-bearer’s right hand will never go above eye level. Once the flagstaff has been tossed into the harness, the left hand should guide the pike into the “cup” of the harness. ***Note: The Flag-Bearers should never look down to find the cup of the harness.***

3.8.7.3. The Flag-Bearer will guide the pike of the flagstaff into the cup on the harness. The left hand of the flag-bearer will come to rest at a fist on the “cup” of the harness. The right hand will come to rest grasping the staff at eye level, with the wrist “cranked” around so that the flag-bearer’s first row of knuckles are facing the nose. The right forearm should be at a 45-degree angle. It is imperative that all Flag-Bearers keep their respective flags in a vertical position throughout this movement. ***Note: The Flag-Bearer may ensure correct hand positioning by touching the index finger of their right hand to the tip of their nose.***

3.8.7.4. **Colors, Ready, CUT** (from Right Shoulder Arms). This is a one-count movement given from the Ready Cut position at Right Shoulder Arms. From its position at the cup of the harness, drop the left hand sharply to the position of Attention. A subdued **Bearers, Ready Two** may be given to slowly (three-count) return the left hand to Attention and/or back to the flagstaff/cup if two-handed support is necessary.

3.8.7.5. **Order, ARMS** (from Right Shoulder, Arms). This is a two-count movement used to return to the position of Attention.

3.8.7.6. (Count 1): Upon the command of execution, lift the flag from the “cup” of the harness. Simultaneously grasp the pike of the staff with the left hand. Place your right forearm in a vertical position directly in front of your right shoulder and press the flagstaff against your right forearm. Wrist should be turned out so the knuckles on the right hand are facing away from the body.

3.8.7.7. (Count 2): Sharply lower the flagstaff to the ground with your right arm and grasp the staff at its midsection with your left hand and begin to secure the flag under your right arm. ***Note: Be careful not to impact the pike of the staff on the floor/ground, known as “piking”.***

3.8.7.8. Once the flag has been secured, the flag-bearers will place their hand in a flared position across the front of their abdomen. Fingers should be fully extended and joined; thumb should be tucked behind the fingers. Hand and forearm should be held parallel to the ground and approximately four inches or a fist length away from the body. This is the **Colors, Ready Cut** position.

3.8.7.9. To finish this movement the NCT will give the command of **Colors, Ready CUT**. The Color Team will proceed to execute the two-count cut away previously stated.

3.8.8. **Present, ARMS** (from Attention). This movement is used to render honors outdoors or when there is a high ceiling.

3.8.8.1. Execute the same movements as in **Right Shoulder, ARMS**. However, instead of performing a “hand-flip” on the “**SH**” of **S**houlder, execute the “hand-flip on the “**S**” of **P**resent.

3.8.8.2. When the staff has been secured in the harness, automatically execute a “dip” with the right forearm extended to a 45-degree angle keeping the wrist “cranked” and with a 3-second cadence. *Note: “Dip” is not a command. It is the action of lowering flags forward when rendering honors/saluting. The angle of the flagstaff when “dipped” is approximately 45-degrees; however, this is subject to close-proximity obstacles in front of the flag-bearer (i.e. audiences).*

3.8.8.3. To finish this movement the NCT will give the (subdued) command of **Bearers, Ready Two**. The NCT and Air Force flag will proceed to cut their left hand to left side in a discreet three-second cadence.

3.8.9. **Present, ARMS** (from Right Shoulder, Arms). This command is used to render honors when already at the position of **Right Shoulder Arms**.

3.8.9.1. On command of execution, **ARMS**, a “dip” will be performed for all non-national flags; never dip the flag of another nation during declared peacetime with the US.

3.8.9.2. Right Shoulder, Arms (from Present Arms). On the annunciation of the “**SH**” in **Sh**oulder, return the flagstaff from the “dipped” salute to Right Shoulder using the same three-second count.

3.8.10. **Port, ARMS** (from Right Shoulder Arms) This movement is used to bring the flags from the harness to the position of Port Arms, typically for posting of the Colors.

3.8.10.1. On the command of execution, perform as if going to **Order Arms** sequence as previously noted, however, keep the pike of the staff four to six inches from the ground and you will not tuck the flag. *Note: The flag will not be tucked and the left hand will remain flared in front of the flag.*

3.8.10.2. The command of **Colors, Ready, CUT** will NOT be called.

3.8.11. **Port, ARMS** (from Present ARMS). This movement is used to bring the flags from the harness to the position of **Port Arms**, typically for posting of the Colors.

3.8.11.1. On the annunciation of the “**P**” of **Port**, return the flag from the dipped position to the **Right Shoulder Arms** position.

3.8.11.2. On the command of **ARMS** execute the same **Port, ARMS** sequence as noted in 3.8.9.

3.9. Weapons Movement (Rifle Guards).

3.9.1. Attention.

3.9.1.1. Weapon is held on the right side of the body with the stock parallel to the sea of trousers and even with the toes. The weapon will be grounded to the right side of the footwear.

3.9.1.2. Stand at the position of Attention with the right hand flared to the right of the barrel along the handguard. The web of the thumb is along the rear of the spindle valve.

3.9.1.3. The rest of the body is in the normal position of Attention (refer to 1.2.1.)

3.9.2. **Colors, Stand At, EASE.** This is a two-count movement given from the position of Attention only.

3.9.2.1. (Count 1): On the command of execution, briskly move the left foot six to eight inches to the left. Feet should remain parallel with each other.

3.9.2.2. (Count 2): Bring both hands, along with the rifle to the center of your body. The sling should be facing to the left. Both hands should be gripping the top of the barrel with fists, left over right.

3.9.3. **Stand-By Colors, ATTENTION.** This command is a two-count movement and is used to return the team to the position of Attention.

3.9.3.1. When the command of **Stand-By** is given lower the right hand from the barrel to the spindle valve.

3.9.3.2. (Count 1): Upon the command, **Colors**, move the left hand to the small of the back. Simultaneously extend the weapon forward to a 45-degree angle resting on the “toe” of the rifle.

3.9.3.3. (Count 2): On the command of **ATTENTION**, sharply return to the position of Attention.

3.9.4 **Port, ARMS** (from Attention) This movement is executed in two-counts.

3.9.4.1 (Count 1): Lift the rifle with the right hand to the centerline of the body. Grasp the rifle with the left hand so the left pinky is at the lower handguard retainer band. Spindle valve should be in front of left eye. Right forearm should be at a 45-degree angle to the left front of the body, so that the right hand is in front of the left eye. **NOTE: Count 1 of Port Arms is the basic first count movement for all Shoulder and Present Arms movements from the Order Arms position.**

3.9.4.2 (Count 2): Move the right hand from the top of the stock to the small of the stock and grip it with a fist. The rifle should be four inches or a fist length distance away from the waist.

3.9.5. **Order, ARMS** (from Port Arms) This is a five-count movement.

3.9.5.1. (Count 1): Release the left hand from the band and pin to the left side.

3.9.5.2. (Count 2): Return the left hand to the lower hand guard retainer band placing.

3.9.5.3. (Count 3): Release the small of the stock with the right hand and grasp the top of the stock with the forearm at a 45-degree angle.

3.9.5.4. (Count 4): Lower the weapon to a 45-degree angle next to the right leg. Left hand is flared, fingertips resting on the knuckle of the right thumb. Trigger housing of the rifle is at knee level. Both elbows are fully extended.

3.9.5.5. (Count 5): Sharply return the rifle to the position of Attention with the left arm/hand in the **Colors, Ready CUT** position. Do not slam the rifle on the ground.

Note: The Colors, Ready Cut position is the same two-count movement used to return to the position of Attention as described with the flagstaffs.

3.9.6. **Present, ARMS** (from Attention) This is a three-count movement.

3.9.6.1. (Count 1): On the command of execution perform count one of **Port, Arms** as described in 3.9.4.1.

3.9.6.2. (Count 2): Perform count two of **Port, Arms** as described in 3.8.4.2.

3.9.6.3. (Count 3): Twist the sling of the rifle clockwise. The sling should be facing forward and the front sight should be at eye level. Right hand should be gripping the small of the stock, not flared.

3.9.7 **Order, ARMS** (from Present Arms). This is a five-count movement.

3.9.7.1 (Count 1): Rotate the weapon counter-clockwise using the right hand returning it to **Port, ARMS**. Simultaneously pin the left hand to the left side.

3.9.7.2. (Counts 2-5): Execute counts two, three, four and five in accordance the **Order, Arms** (from Port Arms).

3.9.8. **Present, ARMS** (from Port Arms). This is a three-count movement.

3.9.8.1. (Count 1): Execute count one of **Order, Arms** (from Port Arms)

3.9.8.2. (Count 2): Execute count two of **Order, Arms** (from Port Arms)

3.9.8.3. (Count 3): Twist the sling of the rifle clockwise. The sling should be facing forward and the front sight should be at eye level. Right hand should be gripping the small of the stock, not flared.

3.9.9. **Right Shoulder, ARMS** (from Attention – *Coming from the Right Shoulder*). This is a three-count movement.

3.9.9.1 (Count 1): Execute count one of Port Arms (from Attention).

3.9.9.2 (**And**): Lower right hand to butt of weapon. To complete (Count 3) the Right Rifle Guard “flicks” the rifle counter-clockwise. The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a 45-degree angle. Right arm should be fully extended. Note: The placement of the right hand to the butt of the weapon is not considered as a full count. They are considered as half counts in which these movements are called “AND” counts.

3.9.9.3 (Count 3): Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a 45-degree angle.

3.9.9.4 To finish this movement the NCT will give the command of **Colors, Ready CUT**. This is a one-count movement given *from the Ready Cut Position after Right Shoulder Arms*. From this position drop, the left (or right hand) hand sharply to the position of Attention. Rifle Guards keep their cut hands at the weapons to match the Flag Bearers cut hands at the harness, when going to the shoulder carry.

3.9.10. **Order, ARMS** (from Right Shoulder Arms – *Coming from the Right Shoulder*). This is a five-count movement.

3.9.10.1. (Count 1): Lower the rifle from the right shoulder to a vertical position directly in front of the right shoulder. The rifle should only be balanced using the right hand. Right arm should be fully extended.

3.9.10.2. (Count 2): Rotate the rifle clockwise and grasp it with the left hand. Sling should be facing to the left. Left pinky should be gripping the lower handguard retainer band. Spindle valve should be in front of the left eye.

3.9.10.3. (Count 3): Grasp the top of the stock with the right hand. Right forearm is at a 45-degree angle.

3.9.10.4. (Count 4): Execute count four of **Order, Arms** (from Port Arms).

3.9.10.5. (Count 5): Execute count five of **Order, Arms** (from Port Arms).

3.9.11. **Port, ARMS** (from Right Shoulder Arms – *Coming from the Right Shoulder*). This is a two-count movement. The third count is a discreet movement.

3.9.11.1. (Count 1): Execute count one of **Order, Arms** (from Right Shoulder ARMS).

3.9.11.2. (**And**): Execute count two of **Order, Arms** (from Right Shoulder ARMS).

3.9.11.3. (Count 2): Discreetly slide the right hand from the butt of the stock to the small of the stock.

3.9.12. **Right Shoulder, ARMS** (from Port Arms – *Going to the Right Shoulder*). This is a five-count movement.

3.9.12.1. (Count 1): Execute count one of **Order, Arms** (from Port Arms).

3.9.12.2. (Count 2): Execute count two of **Order, Arms** (from Port Arms).

3.9.12.3. **(And):** Lower right hand to butt of weapon. To complete (Count 3) the Right Rifle Guard “flicks” the rifle counter-clockwise. The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a 45-degree angle. Right arm should be fully extended. Note: The placement of the right hand to the butt of the weapon is not considered as a full count. They are considered as half counts, in which these movements are called “AND” counts.

3.9.12.4. (Count 4): Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a 45-degree angle.

3.9.12.5. (Count 5): Automatically return the left hand to the left side as if at the position of Attention.

3.9.13. **Present, ARMS** (from Right Shoulder Arms – *Coming from the Right Shoulder*). This is a three-count movement.

3.9.13.1. (Count 1): Execute count one of **Order, Arms** (from Right Shoulder Arms).

3.9.13.2. (Count 2): Execute count two of **Order, Arms** (from Right Shoulder Arms).

3.9.13.3. **(And):** Quickly raise right hand to the small of the stock. (Count 3): Twist rifle clockwise so the sling is facing forward. The front sight should be at eye level. Left pinky is at the lower handguard retainer band. Right hand should be gripping the small of the stock, not flared.

3.9.14. **Right Shoulder, ARMS** (from Present Arms – *Going to the Right Shoulder*). This is a five-count movement.

3.9.14.1. (Count 1): Execute count one of **Order, Arms** (from Present Arms).

3.9.14.2. (Count 2): Execute count two of **Order, Arms** (from Present Arms).

3.9.14.3. **(And):** Lower right hand to butt of weapon. To complete (Count 3) the Right Rifle Guard “flicks” the rifle counter-clockwise. The sling should be facing inward and the weapon should be in a vertical position directly in front of the right shoulder. Simultaneously bring the left hand to a flare with middle finger at the lower hand guard. Left forearm should be at about a 45-degree angle. Right arm should be fully extended

3.9.14.4. (Count 4): Keeping right elbow pinned to the side, raise forearm so that it is parallel with the ground. Allow the rifle to fall onto the right shoulder. Weapon should rest on shoulder at a 45-degree angle.

3.9.14.5. (Count 5): Automatically return the left hand to the left side as if at the position of Attention.

3.9.15 **Left Shoulder, ARMS** (from Attention). This is a three count-movement executed on the command of **Right Shoulder, Arms**.

3.9.15.1 (Count 1): Execute count one of **Port, Arms** (from Attention).

3.9.15.2 **(And)**: Grasp the small of the stock with the right hand. To complete **(Count 2)** Place rifle at a 45-degree angle in front of, but not resting on the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.9.15.3 Count 3): Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a 45-degree angle.

3.9.15.4 To finish this movement the NCT will give the command of **Colors, Ready, CUT**. The Color Team proceeds to execute one sharp cut away.

3.9.16 **Order, Arms** (from Left Shoulder Arms). This is a five-count movement.

3.9.16.1 (Count 1): Raise right hand, grasp the small of the stock, pull rifle from shoulder to the centerline of the body. Left hand will simultaneously be pinned to the left side.

3.9.16.2 (Count 2): Raise left hand and grip the rifle at **Port, Arms**. Left pinky will be at the lower hand guard retainer band. Spindle valve will be in front of the left eye.

3.9.16.3 (Count 3): Execute count three of **Order, Arms** (from Right Shoulder Arms).

3.9.16.4 (Count 4): Execute count four of **Order, Arms** (from Right Shoulder Arms).

3.9.16.5 (Count 5): Execute count five of **Order, Arms** (from Right Shoulder Arms).

Note: The Colors, Ready, Cut position is the same two-count movement used to return to the position of Attention as described with the flagstaffs.

3.9.17 **Port, Arms** (from Left Shoulder Arms). This is a two-count movement.

3.9.17.1 (Count 1): Execute count one of **Order, Arms** (from Left Shoulder Arms).

3.9.17.2 (Count 2): Execute count two of **Order, Arms** (from Left Shoulder Arms).

3.9.18 **Left Shoulder, Arms** (from Port Arms). This is a five-count movement executed on the command of **Right Shoulder Arms**.

3.9.18.1 (Count 1): Execute count one of **Order, Arms** (from Port Arms).

3.9.18.2. (Count 2): Execute count two of **Order, Arms** (from Port Arms).

3.9.18.3. (Count 3): Place rifle at a 45-degree angle in front of, but not resting on, the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.9.18.4. (Count 4): Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a 45-degree angle.

3.9.18.5. (Count 5): Sharply pin the right hand to the right side as if at the position of Attention.
Note: Automatically cut the hand away when going to Shoulder from Port/Present Arms.

3.9.19 **Present, Arms** (from Left Shoulder Arms). This is a three-count movement.

3.9.19.1 (Count 1): Execute count one of **Order, Arms** (from Left Shoulder Arms).

3.9.19.2 (Count 2): Execute count two of **Order, Arms** (from Left Shoulder Arms).

3.9.19.3 (Count 3): Twist the rifle clockwise so the sling is facing forward. The front sight should be at eye level. Left pinky is at the lower hand guard retainer band. Right hand should be gripping the small of the stock, not flared.

3.9.20 **Left Shoulder, Arms** (from Present Arms). This is a five-count movement.

3.9.20.1 (Count 1): Execute count one of **Order, Arms** (from Present Arms).

3.9.20.2 (Count 2): Execute count two of **Order, Arms** (from Present Arms).

3.9.20.3 (Count 3): Place rifle at a 45-degree angle in front of, but not resting on, the left shoulder. Left hand will go to a flare along the outside of the rifle with the base of the left palm on the spindle valve.

3.9.20.4 (Count 4): Place rifle onto the left shoulder using the right hand. Simultaneously lower left hand and grasp the butt of the rifle. When left hand grasps butt, right hand should automatically come to a flare, with the right index and middle fingers splitting the corner of the rear receiver. The left forearm should be parallel with the ground and the right forearm should be at a 45-degree angle.

3.9.20.5 (Count 5): Sharply pin the right hand to the right side as if at the position of Attention.

3.10. Rippling to Shoulder from Port Arms.

3.10.1. This sequence is used when a Color Team, either in a line or an abreast formation, leaves a low clearance area. This sequence is always performed automatically, while marching, with the individual movements being executed on every other foot.

3.10.2. When performed in the line formation, the ripple is started by the Right Rifle Guard. The Right Guard starts the movement after clearing the low clearance area. The Right Guard begins the sequence by going to the shoulder position, starting on the left foot. The NCT continues the sequence, going to the shoulder position on the next left. The USAF bearer and the Left Rifle Guard then follow, completing the sequence

3.11. Rippling to Port Arms from Shoulder.

3.11.1. This sequence is used when a Color Team approaches a low clearance or an obstruction which would hinder the teams ability to remain at the shoulder position. When marching in a line formation the sequence is automatically started by the Right Rifle Guard with no verbal commands. When marching in a column formation, the movement is called by the NCT.

3.11.2. When the sequence is performed in the line formation, the Right Rifle Guard starts the ripple. The Right Rifle Guard begins the ripple down procedure before reaching the low clearance or obstructed area. The Right Rifle Guard begins to go to Port Arms on the left foot and complete the sequence on the next steps. The NCT starts to ripple down on the very next left after the Right Rifle Guard. The USAF bearer and the Left Rifle Guard then follow, completing the sequence. The Flag-Bearers assume the Angle Port position. Warheads are flattened, with the USAF bearer keeping the USAF below the National.

3.12. Full Honors/Active Duty Funeral.

3.12.1. **Gravesite Service.** Colors are positioned approximately 10 paces away from the foot of the casket. The NCT always take their cues from the OIC/NCOIC. Upon arrival of the hearse, the NCT commands **Colors, ATTENTION**. Upon the salute of the OIC/NCOIC, the NCT commands **Present, ARMS**. Colors remains at that position until the OIC/NCOIC of the ceremony drops the salute at the gravesite. At this time the NCT will command **Order, ARMS; Ready, CUT; Stand at, EASE** (all are in a normal conversational tone command). After the service is completed, the OIC/NCOIC of the ceremony assumes the position of Attention and Presents Arms; the funeral director also asks the family to rise for the rendering of military honors. This is the cue for the Colors to Present Arms. The NCT commands: **Stand-by Colors, ATTENTION; Present, ARMS**. After Taps is complete, the NCT commands **Order, ARMS; Colors Ready, CUT** (two-count Ready Cut) and remains at the position of Attention.

3.12.2. **Colors Departure Sequence.** After the flag has been presented to the next of kin, the Pallbearers start their departure sequence, which is when the Pallbearer team turns and face. This is the cue for the Colors to leave gravesite. The NCT commands **Port, ARMS; Colors, Colors Turn, MARCH**, the team departs for the transportation. Upon arrival at the transportation, the NCT commands **Colors, Fallout, MARCH**. This command is called on every foot. For example, the command, “**Colors**” will be called on the left foot, “**Fallout**” will be called on the right foot, and “**March**” is called on the left foot. The Colors Team will take one more step and close. The Rifle Guards and **ONLY** the Rifle Guards will execute a two-count About Face. *Note: The NCT will not call the About Face command for the team.*

3.13. Posting/Retrieving Colors Sequences.

3.13.1. Posting/Retrieving Colors Sequences are for ceremonies that include, but are not limited to Air Force Indoor Retirements / Awards Banquets / Luncheons / Promotions / Graduation Ceremonies.

3.13.1.1. The NCT forms the team in a column/line formation at the designated location ten minutes prior to ceremony time. Upon the announcement of “*Ladies and Gentlemen, Please Rise and Remain standing for the Advancement and the Presentation of the Colors*”, the NCT commands, **Stand-by Colors, ATTENTION**. At this point, the NCT commands **Right Shoulder, ARMS; Colors Ready, CUT** or **Port, ARMS**, depending on the clearance of the auditorium/room. The NCT then commands **Forward, MARCH**. The Right Rifle Guard leads the way for the Color Team and positions the team in the proper location for the presentation of the Colors.

3.13.1.2. Once the team arrives at the pre-determined position, the Right Rifle Guard will pick up an automatic Mark Time. The rest of the Colors Team will follow suit. The NCT then commands, **Colors, HALT**. This command is used to turn the team 22.5 degrees to the left and faces the audience. *Note: In-between the commands of Colors and Halt is a silence count cadence of “2,3,4”. This is to ensure the team maintains the 22.5-degree turn together. The numbered cadence is NOT counted aloud.*

3.13.1.3. Next, the NCT commands **Present, ARMS**. Right and Left Rifle Guards will proceed to Present Arms and the Air Force flag will dip to a 45-degree angle while the Anthem is played.

3.13.1.4. After Anthem is complete, NCT commands **Port, ARMS**. On the “P” of **Port**, the Air Force flag will return to the original vertical position and on the command of execution, **Arms**, the Rifle Guards will bring the rifles to proper position of Port Arms. ***Note: The NCT will not continue with the command of execution until the Air Force flag has returned to the original vertical position.***

3.13.1.5. The NCT and USAF Bearer will execute and three-count **About Face**, during this sequence (initiated by the Flag-Bearer furthest to the left) the third count is an automatic step-off. All the Flag-Bearers execute the movements simultaneously – using their peripheral vision. ***Note: The Rifle Guards stand fast throughout the posting sequence.***

3.13.1.6. The Flag-Bearers take the appropriate amount of steps to their respective stands. Generally, these step counts are predetermined prior to ceremony start time. Once in position in front of the stands, simultaneously the flags are placed in the stands and NCT and USAF Bearer will raise their heads and hands to begin the dressing sequence for the flags.

3.13.1.7. NCT and USAF Bearer will dress the flags with the top edge to the right, both hands holding the flag. Place the “fringe” of the flag to the right and the flags should be in a “diamond” or “triangle” shape.

3.13.1.8. Once the NCT uses his/her peripheral vision to ensure the USAF Bearer has stopped moving, there is a slight tug of the flag given by the NCT. The NCT initiates the team’s three-second head raise looking at the warhead. Use the right hand to adjust and “flatten” the warheads to face the audience. ***Note: For more than two Flag-Bearers, the middle Flag-Bearer tugs the flag and initiates the head raise.***

3.13.1.9. When all movements have ceased, the NCT slightly tugs the flag, initiate team’s three-second head drop to face forward and re-dress the flags.

3.13.1.10. Once the final adjustments are complete, both NCT and USAF Bearer’s arms are extended forward, palms down, parallel to the ground and then brought back to the position of Attention. All the movements are executed in a three-second cadence.

3.13.1.11. The Flag-Bearers take half a step back together, execute a three-count **About Face** or face each other depending on the placement of the stands, and step off taking the appropriate amount of steps to return to the team. ***Note: When stepping off to Post the Colors, the amount of steps needed for posting should be the same amount when returning to the team after the Posting is complete.***

3.13.1.12. The NCT commands, **Colors, Colors Turn, MARCH** to depart the performance area. On the command of **MARCH**, the team picks up a **Mark Time** and begins to turn 22.5 degrees to the right. It takes five steps to complete this sequence. On the fifth step all the individuals should slide off on the left foot and then the team will resume to marching.

3.13.2. Retiring the Colors Sequences.

3.13.2.1. Retrieving the flags from stands involves the same fundamental steps as Posting, without the dressing sequence. The flags are removed from the stands and brought back to the Color Team in unison.

3.13.2.2. The Color Team executes the same procedures as in the Posting of the Colors with the exception of the narrator announcement of **Retire the Colors**. Once the flags have been retrieved from the stands, the NCT commands **Present, ARMS**. The **ONLY** members of the team that will execute that command are the Rifle Guards. The USAF Bearer stands fast. Once the movement is complete, there is a three-second pause, then NCT commands, **Port, ARMS**.

3.13.2.3. The NCT commands **Colors, Colors Turn, MARCH** to depart the performance area. On the command of **MARCH**, the team picks up a **Mark Time** and begins to turn 22.5 degrees to the right. It takes five steps to complete this sequence. On the fifth step, all the individuals should slide off on the left foot and then the team will resume to marching.

3.14. Personal Colors (PC Bearer).

3.14.1. Responsibilities.

3.14.1.1. For the purpose of this training manual, PCs describe any flag carried/posted separately from that of the Color Teams. The POW/MIA Flag and General's Flags in some instances are examples of this. As a rule, PCs are **NOT** carried by the Color Team, and when required, are pre-posted. The PC is responsible for checking out all the equipment, to include a sling, a flag bearing the rank of the person being honored and a cover for the flag.

3.14.1.2. The PC Bearer will **Present Arms** when the staff has been secured in the harness. The PC Bearer will automatically execute a "dip" with the right forearm extended to a 45-degree angle keeping the wrist "cranked" and with a three-second cadence. To finish this movement, the PC Bearer will execute **Bearers, Ready Two**. The individual will proceed to cut their left hand to the left side in a discreet three-second cadence. Either by dipping or with the left hand extended.

3.15. Advanced Manuals.

3.15.1. Furling/Casing Sequence.

3.15.1.1. This is a symbolic gesture of securing a flag for the final time and it is reserved for the final honors of the General Officer rank/Military Funerals Honors **ONLY**.

3.15.1.2. The PC Bearer takes his/her cues from the OIC/NCOIC of the ceremony. The flag will be in the position of **Right Shoulder**. The PC Bearers will follow behind the OIC/NCOIC with no arm swing when the casket is being carried to the mock-up. Once the Pallbearer team arrives to gravesite, the PC Bearer will post themselves at a predetermined position in full sight of the family. *Note: The PC Bearer will dip the flag at the arrival of the hearse, again at predetermined position, and during the playing of TAPS.*

3.15.1.3. The PC bearer takes the position of honor (right of the furler) when the dignitary's flag is displayed. The furler and PC Bearer will furl in full view of the dignitary and audience. Furling the flag is executed from the **Port Arms** position. On the cue to furl the flag, smartly grasp the flag at the midsection by reaching straight across the body using left hand, and place the staff in the right armpit horizontal and parallel to the ground. Both hands remain together close to the right side of the body.

3.15.1.4. The NCOIC is positioned to the side of the flag helping to guide it as the bearer furls, with the case draped over the NCOIC left arm, open end inside the arm. Rolling the flagstaff may be done clockwise or counter-clockwise as the situation dictates and to facilitate the assistance of the furling individual. Once the furl is complete, ensure the warhead is flat and is parallel to the ground. The NCOIC removes the case from the arm using the right hand. The case is then slipped over the flag and tied in a single knot.

3.15.1.5. Once the casing is complete, smartly return to the **Port Arms** position. It is important that the Flag-Bearer synchronize flagstaff movements with the movements of the furling individual, who assists in keeping the staff parallel with ground and casing the flag. Once the ceremony is complete, both PC Bearer and NCOIC exit in a predetermined path.

3.15.2. Uncasing/Unfurling Personal Colors.

3.15.2.1. PC Bearer and NCOIC stop at predetermined position. Once stopped the PC Bearer lowers the staff until it is parallel to the ground using both hands as in the furling position.

3.15.2.2. The NCOIC takes a position beside the flag, ensuring the flag remains in full view. When the flag is in position, the NCOIC unties the case, slips it off, and places it over the left arm. The flag bearer proceeds to unfurl the flag while the NCOIC assists in guiding it.

3.15.2.3. The flag is unfurled and stopped with the warhead parallel to the ground. The PC Bearer then uses both hands to return the staff to the port position. The PC Bearer continues with predetermined route to post the flag or exit.

Chapter 4

FIRING PARTY

4.1. General Information.

4.1.1. Personnel:

NCOIC of Firing Party (NFP) (1).

Firing Party members (1).

4.1.2. Firing Party Location:

4.1.2.1. Firing Party is positioned at a minimum 50 -75 paces diagonally from the head of the casket. If circumstances do not allow the firing line to position diagonally from the head of the casket, the firing line may position parallel to the casket. Always ensure the attending procession (NOK, family and guests) is able to see the entire Firing Line. If possible, the entire family should be able to see the entire line. Never fire over the feet.

4.2. Equipment.

4.2.1. Seven fully functional and properly maintained M-14 rifles.

4.2.2. Seven clean white weapon slings, sized and cut to the weapon. If black gloves are worn for cold weather, black slings need to be used instead.

4.2.3. The NFP draws twenty-one rounds of ammunition for each ceremony along with seven magazines.

4.2.4. Properly fitted or disposable hearing protection. Hearing protection **must** be utilized.

4.2.5. White silicone gloves, leather gloves or gloves with the grip material are worn for Full Honors Funerals (Active Duty). If it is raining, do not wear gloves.

4.2.5.1. Gloves must be removed for Standard Honors Funerals (Retiree) after Pallbearer duties have been accomplished only if the gloves do **not** have silicone on them. ***Note: If members have either leather gloves or the white gloves with the grip material then do not take off the gloves after pallbearer duties.***

4.2.5.2. During wear of cold weather gear, black gloves may be worn for both firing party and Pallbearers for Standard Honors Funerals (SHF) and Full Honors Funeral (FHF).

4.2.6. NFP **must** wear the ceremonial belt. No other members wear the ceremonial belt.

4.2.6.1. The NFP **will** wear a side arm in a black holster. Either an inert 9mm or .38-caliber revolver will be worn.

4.3. General Rules for Firing Party.

4.3.1. Weapons Safety.

4.3.1.1. Weapons safety is the responsibility of all personnel who handle and operate weapons.

4.3.1.2. When operating weapons, all personnel must treat each weapon as if it were loaded at all times. Always point the weapon's barrel in a safe direction. The barrel will always be pointed either skyward (**Carry Arms, Port Arms**) or directly at the ground (**inverted Carry Arms**). Never point the weapon at people, buildings, vehicles, etc. **DO NOT** participate in or promote any form of horseplay with weapons.

4.3.1.3. Do not handle or carry loaded weapons indoors or while onboard vehicles. Always carry loaded weapons in the **Port Arms** position. Wear authorized hearing protection in both ears while firing blank ammunition.

4.3.2. Responsibilities of the NCOIC of Firing Party (NFP).

4.3.2.1. All commands are given by the NFP from the position of Attention. Commands will be called using the correct loudness, projection, distinctness, inflection, and snap as outlined in AF-MAN 36-2203, *Drill and Ceremonies (Chapter 2)*.

4.3.2.2. The NFP will be positioned three paces behind the fourth person.

4.3.2.3. Ensure all personnel are prepared to execute pre-ceremony (warm-up and dry-fire), inspection and ceremony procedures. Possess extensive knowledge of element procedures and the firing sequences.

4.3.2.4. Family of the deceased may be provided expended rounds of ammunition **ONLY** upon request. Spent casings/shells fired from the Firing Party will not be tucked into the flag at any point during a funeral or any ceremony. The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything according to United States Code, Title 4, Chapter 1, Section 8 (k). **Note:** (**Never** give unexpended rounds to the family.)

4.3.3. Firing Line.

4.3.3.1. The firing line consists of seven (7) element members. The firing line will arrange from left to right, preferably tall to short, as viewed by the deceased's NOK. The first position (known as *point*) may not be the tallest person, but will be the individual that can keep a steady cadence. The person in the *point* position will establish the cadence and lead the team in the firing sequence using audio and visual signals. Less experienced members will be positioned in the firing line alongside individuals with steady cadences.

4.4. Firing Party Movements.

4.4.1. Carry Arms.

4.4.1.1. There are two positions of **Carry Arms**. The version used is determined by the weather. This position is used to move the Firing Party to the firing line, only when weapons are **NOT** loaded.

4.4.1.2. STANDARD CARRY ARMS. This is the primary position of **Carry Arms**. For clear weather with no precipitation, carry the weapon by securing the small of the stock (pistol grip) in the right hand. The arm is extended toward the ground with the barrel facing skyward and resting on the front of the right shoulder. The trigger housing is facing forward, away from the body.

4.4.1.3. INVERTED CARRY ARMS. This is the secondary position of **Carry Arms**. For inclement weather in rain and snow, carry the weapon by securing the hand guard in the right hand. The barrel will be pointed toward the ground with the stock resting on the front of the right shoulder. The trigger housing is facing forward, away from the body.

4.4.2. Attention.

4.4.2.1. Weapon is held on the right side of the body with the stock parallel, grounded to the foot and even with the toes.

4.4.2.2. Stand at the position of Attention with the right hand flared to the right of the barrel along the hand guard. The web of the thumb is along the rear of the spindle valve.

4.4.2.3. The rest of the body is in the normal position of Attention.

4.4.3. Dress Right, DRESS.

4.4.3.1. All members except the *point* person turn their heads 45-degrees to the right, and all except the seventh person raise and extend their left arm parallel to the ground with their left hand at a flare.

4.4.3.2. The seventh (last) person will give the NFP a slight head nod when the team is lined up and ready. If the last person sees someone in the Firing Party line not properly dressed, they will tell them to move forward or back and then call steady when they are in place with the rest of the line.

4.4.3.3. Members dress accordingly an arms length plus a hands length away from each other. Once all members are in position, the NFP calls **Ready, FRONT**, and all members bring their arms down to their sides, to the position of Attention without slapping the side of their leg, while simultaneously bringing head to the front.

4.4.4. **Ground, ARMS.** This is a one-count movement executed from the position of Attention.

4.4.4.1. Step out with left foot while simultaneously flaring the left hand to the small of the back. Rotate weapon counter-clockwise 180-degrees so the sling is up.

4.4.4.2. Right hand is flared to the right side of the weapon and thumb is along the index finger.

4.4.4.3. Right leg is straight and head is up with eyes facing forward. ***Note: NFP will wait for every individual to raise their head before calling the next command.***

4.4.4.4. Upon the command, **Ready, UP** leave the weapon on the ground and bring the body up to the position of Attention, maintaining balance. The fourth person will set the cadence in which the rest of the team should follow when coming back to the position of Attention. ***Note: Earplugs are pre-positioned to the left of the barrel when the command of “Fallout” is given; or if it is a windy day, they can be placed in the gap between the gas cylinder and barrel.***

4.4.5. **Take, ARMS.** This is a one-count movement executed from the position of Attention.

4.4.5.1. Step out with the left foot while simultaneously flaring the left hand to the small of the back, keeping right leg straight.

4.4.5.2. *(Standard Honors Funeral only)* Bring left hand back to front, remove gloves, (only if the gloves do not have silicone) roll one into the other and with left hand, place gloves to the left of the rifle then return the left hand to a flare to the small of the back. If wearing black gloves, do not remove.

4.4.5.2.1. Insert hearing protection after gloves have been removed.

4.4.5.3. Flare right hand to the right of the barrel with head and eyes up, facing forward when ready.

4.4.5.4. Upon the command **Ready, UP** turn the sling of the weapon counter-clockwise 180-degrees bringing the body back to the position of Attention, simultaneously “toeing” the weapon. The fourth person will set the cadence in which the rest of the team should follow when coming back to the position of Attention.

4.4.6. **Ceremonial At, EASE.** This is a three-count movement executed from the position of Attention.

4.4.6.1. (Count 1): Move the left foot 6 to 8 inches to the left while simultaneously flaring the weapon forward with the right hand at a fist at the top of the stock. The webbing of the right thumb resting on the rear of the spindle valve, arm extended and placing left hand at a flare on the small of the back.

4.4.6.2. (Count 2): Turn the weapon counter-clockwise and rotate the barrel to the center of the body with the sling facing left. Move the left hand from the small of the lower back to the front of the body, securing the weapon at the barrel's muzzle. The left hand is at a fist around the top of the front sight with four fingers wrapped around the thumb. The top of the barrel is in front of the centerline of the body.

4.4.6.3. **(And):** Flare right hand with thumb along index finger from hand guard to the extent of the elbow ensuring not to move the shoulder. To complete (Count 3), wrap the right hand around the barrel (making a fist) below the front sight. The front sight of the weapon will be splitting the fists. ***Note: The flare of the right hand for Firing Party movements is not considered a full count. They are considered as half counts, in which these movements are called "AND" counts.***

4.4.7. **Firing PARTY, ATTENTION.** This is a three-count movement executed from the position of Ceremonial At, Ease.

4.4.7.1. On the preparatory command of Firing, PARTY:

4.4.7.2. **(And)** Release the right hand from the weapon extending the right arm toward the ground and at a 45-degree angle. Ensuring that team members do not move the shoulder while executing the "And" count. To complete (Count 1), return the right hand to the weapon by grasping it at the top of the stock at the rear of the spindle valve at a fist.

4.4.7.3. (Count 2): Release the weapon from the left hand and relocate the left hand in a flared position to the small of the lower back while simultaneously flaring the weapon forward with the right hand (right hand is in a fist).

4.4.7.4. (Count 3): Upon the command of **ATTENTION**, return the weapon and body back to the position of Attention.

4.4.8. **Port, ARMS.** This is a two-count movement executed from the position of Attention.

4.4.8.1. (Count 1): Lift the rifle with the right hand to the centerline of the body. The left eye should be lined up in-between the gap of the barrel and gas cylinder and the butt of the weapon is over the inner part of the thigh. Simultaneously grasp the rifle with the left hand so the left pinky is at the lower hand guard retainer band. Right forearm should be at a 45-degree angle to the rifle.

4.4.8.2. **(And)** Release the right hand from the weapon extending the right arm toward the ground and at a flare of a 45-degree angle. To complete (Count 2), return the right hand to the small of the stock. The rifle should be four inches or a fist length distance away from the waist.

4.4.9. **Order, ARMS.** This is a three-count movement executed from the position of **Port Arms**.

4.4.9.1. (Count 1): Bring the right hand from the small of the stock to the top of the hand guard at the rear of the spindle valve at a fist without moving the weapon.

4.4.9.2. (Count 2): Lower the weapon to a 45-degree angle next to the right leg; trigger housing of the rifle is at knee level. Left hand is flared; index and middle finger are resting on the knuckle of the right thumb. Both elbows are fully extended.

4.4.9.3. (Count 3): Simultaneously bring the weapon back down to the side and cut the left hand back to the left side with no excess movement to return to the position of Attention. **No butt slam.**

4.4.10. **Present, ARMS.** This is a three-count movement executed from the position of Attention.

4.4.10.1. (Count 1): Execute count one of **Port Arms** (from Attention).

4.4.10.2. (Count 2): Execute count two of **Port Arms** (from Attention).

4.4.10.3. (Count 3): Twist the sling of the rifle clockwise. The sling should be facing forward and the front sight should be at eye level. Right hand should be at a flare with thumb tucked. All the weight of the rifle will be in the left hand; left thumb is on the first groove of the hand guard and fingers together, wrapped around the front of the hand guard. Weapon is parallel to the body, four inches, or a fist length away from the waist. ***Note: If members find it difficult to have sight at eye level due to height, extend right arm.***

4.4.11. **Order, ARMS.** This is a five-count movement executed from the position of **Present Arms**.

4.4.11.1. (Count 1): Rotate the weapon counter-clockwise using the right hand, return it to **Port Arms**. Simultaneously pin the left hand to the left leg.

4.4.11.2. (Count 2): Return the left hand so the pinky is on the ring of the hand guard and is in the proper position of **Port Arms**.

4.4.11.3. (Counts 3-5): Execute counts three, four and five in accordance with **Order Arms** (from Port Arms).

4.4.12. **Firing Sequence.**

4.4.12.1. **Ceremonial At, EASE.** Execute this three-count movement in accordance with **Ceremonial at Ease** (from Attention). This is a subdued command. ***Note: Once NFP gives the command of Ceremonial at Ease, he or she will take own command and perform a two-count Stand at Ease.***

4.4.12.2. **Firing PARTY, ATTENTION.** Execute this three-count movement in accordance with **Firing Party Attention** (from Ceremonial at Ease). ***Note: Before NFP gives the command of Firing Party Attention, he, or she will snap to Attention first. This is the first loudest command in the firing sequence.***

4.4.12.3. **Ready, FACE.** This is a six-count movement executed from the position of Attention.

4.4.12.3.1. (Count 1): Lift the right foot slightly off the ground and place it down in a 90-degrees angle to the left foot. The heel of the right foot should be against the heel of the left foot. Simultaneously lift and flare the weapon at a 45 degree angle so that the trigger housing is at the knee and the right hand is at a fist. The head and the rifle are following the lead foot, which is the right foot. The left hand is pinned along of the seam of the pant.

4.4.12.3.2. (Count 2): Bring the left foot to meet the right foot, weapon is still flared at a 45 degree angle and the trigger housing is at the knee.

4.4.12.3.3. (Count 3): Butt slam the rifle on the ground in a controlled motion. By using the rear portion of the stock, it will help in avoiding cracked stocks. (Note: If the ground is wet DO NOT butt slam).

4.4.12.3.4. (Count 4): Move the left foot approximately 6-8 inches to the left, parallel to each other, while simultaneously bringing the weapon to the first count of the position of **Port Arms**. Left pinky finger meets the weapon at the ring of the hand guard.

4.4.12.3.5. (Count 5): Bring the right hand from the top of the stock at the rear of the spindle valve directly to grip the small of the stock with **NO** flare.

4.4.12.3.6. (Count 6): Release the left hand from the hand guard and re-position the left hand at a fist with the “meat of the palm” (near the thumb), on the operating rod handle.

4.4.12.4. **READY.** This movement is executed in seven counts on the first two volleys and the third volley is executed in six counts from the position of **Ready Face**.

4.4.12.4.1. (Count 1): Upon the command of **Ready**, each member of the Firing Party depresses the operating rod handle completely with left hand at a fist. ***Note: Do not rest weapon on body.***

4.4.12.4.2. (Count 2): Release the left hand from the operating rod handle, bringing the left hand out to a flare in front of the left shoulder when the handle has come back completely; palm is facing the body, thumb is along the index finger.

4.4.12.4.3. (Count 3): Slap the left hand at the ring of the hand guard, returning to proper position of **Port Arms**.

4.4.12.4.4. (Count 4): Throw weapon down to position of aim.

4.4.12.4.4.1. In a continuous movement, the right hand will go to a fist with the index finger on the trigger and with the thumb along the index finger. The weapon will be at a 45 degree angle with the front sights level with the firing line member's eyes. The butt of the rifle will be placed and held firmly under the right upper arm as the right elbow presses the weapon tightly to the side of the body. The balance of the rifle will rest in the palm of the left hand with the left pinky around the ring of the rifle. Turn the head, eyes, and upper torso toward the direction of fire.

4.4.12.4.5. (Count 5): The right hand's index finger is ripped out of the trigger housing, squeezing the trigger at the same time out at a fist; all is done in one fluid motion. ***Note: All weapons are fired simultaneously.***

4.4.12.4.5.1. The right arm is fully extended and aligned with the weapon with the right hand at a fist with the thumb resting on the forefinger. The inner part of the fist faces the person in front.

4.4.12.4.6. (Count 6): Return the rifle back to the position of **Port Arms**. The head, the right arm, the rifle and upper body should return with a "snap".

4.4.12.4.7. (Count 7): Release the left hand from the rifle and return it to the operating rod handle back to the position of **Ready**.

4.4.12.4.8. On the third command of **READY**, the team will execute a six count movement. Count seven will not be performed leaving the member at the position of **Port Arms**. ***Note: If the member does count seven on the third volley they must perform Present Arms with their left hand starting on the operating rod handle.***

4.4.12.4.9. The movements above are performed until Firing Party has fired three volleys. Command cadence will be timed by the NFP so that the volleys are approximately three seconds apart before calling the next **Ready**. ***Note: In the event of an echo, the NFP will wait until the echo of the fire has ceased before proceeding with the next command.***

4.4.13. **Present, ARMS.** This is a five-count movement executed from the position of **Ready**. ***Note: Once NFP gives the command of Present Arms, he or she will take own command and performs a three count Present Arms (hand salute).***

4.4.13.1. (Count 1): The left foot will close with the right foot bringing the feet together to the position of Attention.

4.4.13.2. (Count 2): Execute count one in accordance with **Left Face** (from Attention). ***Note: Head, eyes and rifle will follow lead foot, which is the left foot.***

4.4.13.3. (Count 3): Execute count two in accordance with **Left Face** (from Attention).

4.4.13.4. (Count 4): Slap the weapon with the left hand. When the left hand returns the pinky should be at the ring of the hand guard. *Note: The left hand will release the rifle and form a fist not to extend beyond the left shoulder.*

4.4.13.5. (Count 5): The left hand will release the rifle again and form a fist, not to extend past the left shoulder. Rotate the rifle 90-degrees clockwise with the right hand simultaneously flaring at the small of the stock. This will complete the movement returning the firing line to the position of **Present Arms**. *Note: The sling should be facing forward and the front sight should be at eye level. Right hand should be at a flare with thumb tucked. All the weight of the rifle will be in the left hand which is wrapped around the front of the hand guard with fingers together and thumb wrapped around the first groove of the hand guard. Weapon is parallel to the body, four inches, or a fist length away from the waist.*

4.4.14. **Order, ARMS.** Execute this five-count movement in accordance with **Order Arms** (from **Present Arms** at the position of Attention). *Note: Once Taps is complete, NFP will perform a three count Order Arms first, and then will give the team the command of Order Arms. This is a subdued command.*

4.5. Loading the Weapon. (See figures 4.2, 4.3, 4.3.1)

4.5.1. Under the supervision of the NFP, the firing party locks and loads one magazine with three rounds into the weapons in the following manner:

4.5.1.1. The NFP pre-loads seven magazines with three blank rounds in each.

4.5.1.2. Position the weapon so it is facing away from other individuals with the barrel pointing toward the ground.

4.5.1.3. With the short angle of the magazine pointed down into the loading assembly, press it down until it locks. There will be a loud “click” sound.

4.5.1.4. Once loading is complete, assume the position of Attention. This will let the NFP know that you are ready to go.

4.5.2. All loading and unloading of weapons is done outside.

4.5.3. Loaded weapons always remain outside and in a person's possession and **must** be carried at the position of **Port Arms**.

4.6. Unloading the Weapon.

4.6.1. Pointing the weapon in a safe direction and away from anyone, release the magazine release lever towards the barrel and lift the magazine out.

4.6.1.1 Take the knife-edge of the left hand and place it on the operating rod handle. While charging the weapon simultaneously covering the chamber, and grab the spent round. This will avoid the sound of spent rounds falling on the ground.

4.6.2. The NFP then visually checks the chamber of each weapon.

4.7. Full Honors/Active Duty Funeral.

4.7.1. Pre-Ceremony Procedures.

4.7.1.1. The firing line will fall in as specified by the NFP and march towards the pre-determined location. Firing Party is positioned 50-75 paces from the head of the casket and the fourth person in the firing line will be lined up with the corner of the casket. Once the team is lined up with the casket, NFP calls **Mark, TIME**; then in a combined command calls **Firing Party, Left (Right) Face, Order, ARMS**. *Note: The NFP is positioned three paces away from the fourth person on the firing line.*

4.7.1.2. Once in position, the NFP will execute the command **Dress Right, DRESS**. When the line is ready the NFP will command, **Ready, FRONT**. *Note: It is the NFP's responsibility to ensure that the team "dry fires" at the minimal of twice before the ceremony begins. This can be done by the fall out area or at the pre-determined area.*

4.7.1.3. After Firing Party has completed "dry fire" practice, the team will then load the rifles and return to the position of **Attention**. Once all the members are at **Attention**, the NFP gives the subdued commands **Dress Right, Dress**, followed by **Ready Front** and then **Ceremonial, At Ease**. The NFP will execute **Stand At, Ease**.

4.7.2. **Gravesite Service.**

4.7.2.1. Upon the arrival of the hearse, the Color Team will go to the position of Attention. Firing Party will not go to the position of Attention during that time due to the distance between the hearse and the firing line. If the hearse passes near Firing Party, NFP will have the team go to **Present Arms**.

4.7.2.2. Once the OIC/NCOIC commands, **SECURE**, the Colors Team will go to the position of Attention. The NFP will follow the Colors Team for the rest of the ceremony. NFP will snap to Attention and command in a subdued command, **Firing Party, ATTENTION**. When the casket is in motion, the Colors Team will go to **Present, Arms**. NFP will command **Present, ARMS** and execute a **Present, Arms**. *Note: The Firing Party will hold their salute up until casket has been placed down on the mock up and Colors has Order Arms.*

4.7.2.3 After the remains are placed at gravesite and the Colors Team **Order, Arms**, the NFP drops his or her salute first then gives the subdued command to the Firing Line, **Order, Arms**.

4.7.2.4 When the Pallbearers team goes to tabletop, the OIC/NCOIC and Colors Team will go to the position of **Stand At, Ease**, the NFP then gives the subdued command of **Ceremonial At, EASE** and NFP assumes the position of **Stand At, Ease**. *Note: During this time, family is delivering the eulogy.*

4.7.2.5 Once the family is done speaking, the funeral director or the OIC/NCOIC will ask the family, *“Please rise for the rendering of Military Honors.”* OIC/NCOIC will render a salute. Colors will begin their sequence to **Present Arms**. Once the Air Force flag is completely dipped/stopped moving, the NFP will proceed with the firing sequence. The NFP must call these commands loudly and distinctly, beginning from **Firing Party, ATTENTION** through **Present, ARMS**.

4.7.2.6 After Taps is complete, Colors Team will **Order Arms**. NFP will drop his or her salute first then command the Firing Line in a subdued command to **Order Arms**.

4.7.3. Departure Sequence/Rounds Retrieval.

4.7.3.1. When the flag is handed off to the next of kin, the Pallbearers begin their departure sequence, this is when the Pallbearer team turns and faces. This is the cue for Colors and Firing Party to depart gravesite. Colors Team will **Port Arms**.

4.7.3.2. The NFP will command in a subdued command, **Port, ARMS**. The fourth person performs a (three-count) **About Face**, with an automatic step off, immediately following NFP command of **Port Arms**. The fourth member marches to and takes a position of one pace away from and directly in front of the NFP.

4.7.3.3. The fourth person's left hand will release the rifle and form a fist, not to extend past the left shoulder. Next, once the left hand has returned to the rifle, the right hand is brought up in front and extended around the left side of the hand guard and the weapon is rotated 180-degrees clockwise while simultaneously pinning the left hand. *Note: Now the weapon is at proper position of Port Arms for the NFP.*

4.7.3.4. The NFP reaches out and takes the weapon with both hands to the position of **Port Arms**.

4.7.3.5. When the exchange is complete the NFP gives the Firing Line the subdued command of **Left (Right), FACE**, depending on which way the team's vehicle is. The fourth member also follows this command, as does the NFP. *Note: If the family is still by the gravesite, take a route so there is no disruption to the family.*

4.7.3.6. The NFP gives the subdued command of **Forward, MARCH** and marches the line back to the transportation, still centered on the firing party line. While the line is marching, ensure that the line closes the gap where the fourth member used to be.

4.7.3.7. The fourth person stays and collects the 14 spent rounds and gloves (if gloves were removed) and proceeds to the vehicle with arm swing.

4.8. Standard Honors/Retiree Funeral.

4.8.1. Pre-Ceremony Procedures.

4.8.1.1. The firing line will fall in as specified by the NFP and march towards the pre-determined location. Firing Party is positioned 50 paces from the head of the casket and the fourth person in the firing line will be lined up with the corner of the casket. Once the team is lined up with the casket, NFP calls **Mark, TIME**; then in a combined command calls **Firing Party, Left (Right) Face, Order, ARMS**. *Note: The NFP is positioned three paces away from the fourth person on the firing line.*

4.8.1.2. Once in position, the NFP will execute the command **Dress Right, DRESS**. When the line is ready, the NFP will command, **Ready, FRONT**. *Note: It is the NFP's responsibility to ensure that the team "dry fires" at the minimal of twice before the ceremony begins. This can be done by the fall out area or at the pre-determined area.*

4.8.1.3. After Firing Party has completed "dry fire" practice, the team will then load the rifles. Once the rifles are loaded, the NFP gives the subdued commands **Dress Right, Dress**, next, **Ready Front** and **Ground, ARMS**, followed by **Ready, UP**.

4.8.1.4. The NFP gives the command of **FALLOUT** and all the members perform a left face. The six-team members march off to perform Pallbearer duties. Any member may remain behind and take a position to the left of the NFP. Both seventh person and NFP will stand at the position of **Stand At Ease**.

4.8.2. Gravesite Service.

4.8.2.1. Upon the arrival of the hearse, NFP and seventh person will not go to the position of Attention during that time due to the distance between the hearse and the individuals. If the hearse passes near the NFP and seventh person then both shall **Present Arms**.

4.8.2.2. Once the OIC/NCOIC commands, **SECURE**, NFP and the seventh person will snap to the position of **Attention**. The NFP will follow the OIC/NCOIC for the rest of the ceremony. When the casket is in motion, the OIC/NCOIC will go to **Present Arms**. NFP will command **Present Arms**. *Note: The NFP will give subdued commands to the seventh person without having to go to the position of Attention first. The ONLY time NFP will come to the position of Attention when giving a command while the firing line is present.*

4.8.2.3. NFP and the seventh person will hold their salute up until casket has been placed down on the mock up and the OIC/NCOIC has **Order Arms**.

4.8.2.4. After the team members have completed Pallbearer duties they will march back and fall in to the left of their weapons with no facing movements and stand-by at the position of **Attention**. Be sure to fall in next to the weapon where you fell out originally. ***Note: When the team is marching back to the firing line and the team picks up arm swing that is the seventh person's cue to leave NFP's side and return to his or her weapon.***

4.8.2.5. When all team members are in place the NFP gives the subdued command **Take, ARMS**. At this time, the members will remove gloves only if the gloves do not have any kind of grip material and place hearing protection in ears. NFP then gives the subdued command **Ready, UP**.

4.8.2.6. The NFP then gives the subdued command **Ceremonial At, EASE** and assumes the position of **Stand At Ease**. ***Note: During this time, family is delivering the eulogy.***

4.8.2.7. Once the family is done speaking, the funeral director or the OIC/NCOIC will ask the family, *"Please rise for the rendering of Military Honors."* OIC/NCOIC will snap to the position of Attention and then the NFP will snap to Attention and proceed with the firing sequence. The NFP must call these commands loudly and distinctly, beginning from **Firing Party, ATTENTION** through **Present, ARMS**.

4.8.2.8. After Taps is complete, NFP will drop his or her salute first then command the firing line in a subdued command to **Order Arms**.

4.8.3. **Departure Sequence/Rounds Retrieval.**

4.8.3.1. When the flag is handed off to the next of kin, the OIC/NCOIC departs gravesite, this is the cue for Firing Party to depart the site.

4.8.3.2. The NFP will command in a subdued command, **Port, ARMS**. The fourth person performs a (three-count) **About Face**, with an automatic step off, immediately following NFP command of **Port Arms**. The fourth person marches to and takes a position of one pace away from and directly in front of the NFP.

4.8.3.3. The fourth person's left hand will release the rifle and form a fist, not to extend past the left shoulder. Next, once the left hand has returned to the rifle, the right hand is brought up in front and extended around the left side of the hand guard and the weapon is rotated 180-degrees clockwise while simultaneously pinning the left hand. ***Note: Now the weapon is at proper position of Port Arms for the NFP.***

4.8.3.4 The NFP reaches out and takes the weapon with both hands to the position of **Port Arms**.

4.8.3.4. When the exchange is complete the NFP gives the firing line the subdued command of **Left (Right), FACE**, depending on which way the team's vehicle is. The fourth member also follows this command, as does the NFP. *Note: If the family is still by the gravesite, take the longest route so there is no disruption to the family.*

4.8.3.5. The NFP gives the subdued command of **Forward, MARCH** and marches the line back to the transportation, still centered on the firing party line. While the line is marching, ensure that the line closes the gap where the fourth member used to be.

4.8.3.6. The fourth person stays and collects the 14 spent rounds and gloves (if gloves were removed) and proceeds to the vehicle with arm swing.

Loading the M-14

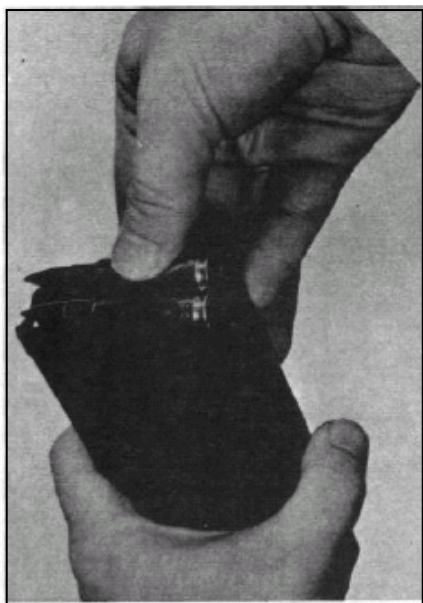


Figure 4.1. Loading rounds into magazine



Figure 4.2. Loading magazine into rifle, step one.

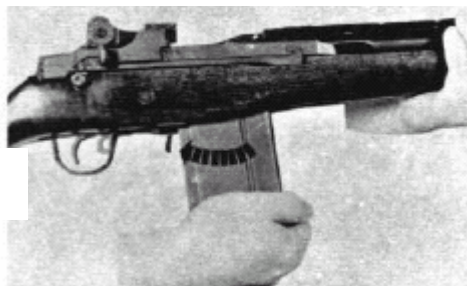


Figure 4.2.1. Loading magazine into rifle, step two.

Chapter 5

GENERAL INFORMATION AND MAINTENANCE OF THE M14 RIFLE

5.1. Introduction.

5.1.1. This chapter provides basic maintenance and general information on the M-14 Rifle.

5.2. General Information.

5.2.1. The M-14 7.62 mm rifle is a magazine-fed, gas operated shoulder weapon, designed primarily for semi-automatic fire. It was the standard service rifle until it was replaced in the late-1960s by the 5.56mm M-16A1 rifle. Honor Guard issued M-14s have been modified by the AF Gunsmith to prevent semi-automatic fire, and should be annotated as such on all equipment inventory listings.

5.3. Specifications.

5.3.1. Length: 44.14 inches (112.12 centimeters)

5.3.2. Length of barrel: 22 inches (55.88 centimeters)

5.3.3. Weight with empty magazine: 8.7 pounds (3.95 kilograms)

5.3.3.1. Weight with full magazine and sling: 11.0 pounds (5.0 kilograms)

5.3.4. Bore diameter: 7.62mm

5.3.5. Maximum effective range: 1,509.26 feet (460 meters)

5.3.6. Muzzle velocity: 2,800 feet (853 meters) per second

5.3.7. Cyclic rate of fire: 750 rounds per minute

5.3.8. Magazine capacity: 20 rounds

5.3.9. Unit Replacement Cost: \$576

5.3.10. **Date Adopted: 1 May 1957**

5.4. Disassembly of the M-14.

5.4.1. Remove the firing mechanism to separate the M-14 in the three main groups (barrel and receiver group, firing mechanism, and stock group).

5.5. Disassembly of the Barrel and Receiver Group.

5.5.1. Removing the Connector Assembly.

5.5.1.1. Place the barrel and receiver group on its left side with the operating rod handle up and the muzzle away from you.

5.5.1.2. With the bolt closed, place the right thumb on the rear of the connector assembly, the first finger on the sear release bracket and the second finger inside the rear of the receiver.

5.5.1.3. Push forward with the thumb until the forward end of the assembly can be lifted off the connector lock with the thumb and forefinger of the left hand.

5.5.1.4. Turn the connector assembly clockwise until the elongated hole in the connector assembly is aligned with the elongated stud on the sear release.

5.5.1.5. Lower the front end of the connector assembly and lift the rear end of the elongated stud of the sear release.

5.5.2. Removing the Operating Rod Spring and Operating Rod Spring Guide.

5.5.2.1. Place the barrel and receiver group on a flat surface, sights down, muzzle to the left.

5.5.2.2. With your left hand, pull toward the muzzle on the operating rod spring to relieve pressure on the connector lock.

5.5.2.3. With your right forefinger, pull the connector lock toward you and, allowing the operating rod spring to expand slowly, disconnect and remove the operating rod spring and operating rod spring guide. Separate these two parts.

5.5.3. Removing the Operating Rod.

5.5.3.1. Turn the barrel and receiver group so the sights are up and the muzzle is pointing away from you.

5.5.3.2. Pull back the operating rod handle until the guide lug on its side surface is aligned with the disassembly notch on the right side of the receiver.

5.5.3.3. Rotate the operating rod downward and outward, then pull it to the rear, disengaging it from the operating rod guide.

5.5.4. Removing the Bolt.

5.5.4.1. Grasp the bolt by the roller and, while sliding it forward, lift it upward and outward to the right front with a slight rotating motion.

5.6. Assembly of the Barrel and Receiver Group.

5.6.1. Replacing the Bolt.

5.6.1.1. Place the barrel and receiver on the table, sights up, muzzle pointing away from you.

5.6.1.2. Hold the bolt by the roller and locking lug and place the rear of the bolt on the bridge of the receiver, firing pin tang pointed down.

5.6.1.3. Turn the bolt slightly counterclockwise until the tang of the firing pin clears the bridge.

5.6.1.4. Guide the left locking lug of the bolt into its groove on the left side of the receiver.

5.6.1.5. Lower the right locking lug on its bearing surface and slide the bolt halfway to the rear.

5.6.2. Replacing the Operating Rod.

5.6.2.1. Holding the operating rod at the handle, place the front end into the operating rod guide, and position the rod so that the recess in the hump fits over the bolt roller.

5.6.2.2. Turn the operating rod to the left until the guide lug fits into the disassembly notch on the receiver, then move the operating rod forward until the bolt is closed.

5.6.3. Replacing the Operating Rod Spring and Operating Rod Spring Guide.

5.6.3.1. Turn the barrel and receiver over so the sights are down and the muzzle is to the left.

5.6.3.2. Place the operating rod spring guide into the operating rod spring, hump up, and feed the loose end of the spring into the operating rod.

5.6.3.3. Grasp the spring and guide with the left hand and compress the spring until the hole in the guide can be aligned with the connector lock.

5.6.3.4. Lower the guide and push the connector lock in with the right thumb.

5.6.4. Replacing the Connector Assembly.

5.6.4.1. Place the barrel and receiver on its side with the operating rod handle up, muzzle away from you.

5.6.4.2. Place the elongated hole in the rear of the connector assembly on the elongated stud on the sear release.

5.6.4.3. Place the thumb of the right hand on the rear of the connector assembly, the first finger on the sear release bracket, and the second finger inside the rear of the receiver.

5.6.4.4. Pushing toward the muzzle with the right thumb and with the thumb and first finger of the left hand, turn the front of the connector counterclockwise until it can be snapped onto the connector lock.

5.7. Assembly of the Three Main Groups.

5.7.1. Place the barrel and receiver group on a flat surface, sights down.

5.7.2. Pick up the stock group and engage the stock ferrule in the front band, then lower the stock group onto the barrel and receiver group.

5.7.3. Open the trigger guard and place the firing mechanism straight down into the receiver, making sure that the guide rib on the firing mechanism enters the recess in the receiver.

5.7.4. Place the butt of the weapon on the left thigh, sights to the left, ensuring the trigger guard has cleared the trigger.

5.7.5. With the palm of the right hand, strike the trigger guard, fully engaging in to the receiver.

5.8. Cleaning the M-14 Rifle.

5.8.1. Procedures for Cleaning the Chamber and Bore.

5.8.1.1. Assemble four sections of the cleaning rod with the combination tool attached to the back of the rod and the bore cleaning brush attached to the front end.

5.8.1.2. Apply a few drops of Break-Free bore cleaner/lubricant to the bore brush.

5.8.1.3. Insert the brush into the bore, push it through the length of the barrel and then remove.

5.8.1.4. Remove the bore cleaning brush from the front end of the cleaning rod assembly.

5.8.1.5. Gently insert the cleaning rod into the bore all the way.

5.8.1.6. Place two patches into the patch holder along with a few drops of Break-Free.

5.8.1.7. Flare the patches out then insert the patch holder with wet patches into the chamber.

5.8.1.8. Push the threaded end into the chamber until it touches the cleaning rod. Hold it there with one hand,

5.8.1.9. Screw the rod assembly onto the patch holder, with the other hand, until the patches turn with the rod.

5.8.1.10. Pull the patches into the chamber firmly; at the same time turning the rod clockwise by grasping it between the handle and the muzzle of the weapon.

5.8.1.11. Turn the rod several times clockwise, pulling the patches into the chamber firmly, wiping out the chamber thoroughly.

5.8.1.12. Screw the patch holder off the rod.

5.8.1.13. Insert the rod, less the patch holder, gently into the bore; all the way.

5.8.1.14. Attach patch holder with a single, dry patch.

5.8.1.15. Pull single patch straight and parallel through the bore

5.8.1.16. Repeat pulling single patches through the bore until bore is free from all debris.

5.8.2. Procedures for Cleaning the Gas Cylinder Plug.

5.8.2.1. Pour a small quantity of bore cleaner in the plug, insert and rotate the bore cleaning brush.

5.8.2.2. Remove the brush, clean and dry the plug with patches.

5.8.3. Procedures for Cleaning the Gas Cylinder.

5.8.3.1. Install the patch holder on a section of cleaning rod.

5.8.3.2. Put two patches on the holder, moisten them with bore cleaner and swab the cylinder bore.

5.8.3.3. Dry the bore with clean patches.

5.8.4. Procedures for Cleaning the Gas Piston.

5.8.4.1. Saturate patches with bore cleaner and wipe the exterior surface of the piston as clean as possible.

5.8.4.2. Install the bore cleaning brush on a section of the cleaning rod.

5.8.4.3. Moisten the brush with bore cleaner and clean the interior of the piston.

5.8.4.4. Wipe the piston dry.

5.8.5. Procedures for Cleaning the face of the Bolt.

5.8.5.1. Clean the face of the bolt with a patch and bore cleaner, paying particular attention to its inside edges.

5.8.5.2. Remove the bore cleaner with dry patches and oil the part lightly.

5.8.6. Procedures for Cleaning the Spindle Valve.

5.8.6.1. Depress the valve and rotate it several times after each day's firing.

5.8.6.2. Do not disassemble it.

5.8.7. Procedures for Cleaning the Magazine.

5.8.7.1. Inspect the interior of the magazine by depressing the follower with the thumb.

5.8.7.2. If the interior is dirty, disassemble the magazine and clean it, then lightly oil the component parts.

5.8.8. Procedures for Cleaning the Stabilizer Assembly.

5.8.8.1. The stabilizer assembly should be removed and cleaned with a stiff brush to remove all carbon or other particles which may block the gas ports.

5.8.9. Procedures for Cleaning All Other Parts.

5.8.9.1. Use a dry cloth to remove all dirt or sand from other parts and exterior surfaces.

5.8.9.2. Apply a light coat of oil to the metal parts and rub raw linseed oil into the wooden parts.

5.9. Normal Maintenance.

5.9.1. The rifle should be inspected daily, when in use, for evidence of rust and general appearance.

5.9.2. A light coat of oil should be maintained on all metal parts, except the gas piston, interior of the gas cylinder, and the gas plug.

5.9.3. The daily inspection should also reveal any defects such as burred, worn or cracked parts.

5.9.4. Defects should be reported to CATM officials for correction.

Chapter 6

PALLBEARERS

6.1. General Information.

6.1.1. Pallbearers are used in all types of Air Force funerals. Pallbearers carry the remains of deceased Air Force members and/or their dependents whenever they are moved, except during the funeral procession, when remains are placed in a hearse. Pallbearers will not hand carry remains during the procession under any circumstances.

6.1.2. Personnel:

Pallbearers (6). The NCOIC of the Pallbearer (NPB) will call commands from this position.

6.1.3. Pallbearers Location:

6.1.3.1. The Pallbearer team is positioned approximately 10 paces from the OIC/NCOIC. NPB ensures the team is **ALWAYS** facing gravesite.

6.2. Equipment.

6.2.1. Practice Interment flag.

6.2.2. Ceremonial blousing belts will not be worn and the members may wear non-silicone gloves, but it is preferred that white silicone gloves or gloves with grip material be worn. Black gloves will only be worn during inclement weather conditions.

6.2.3. The wear of safety back-belts underneath ceremonial blouses, raincoats and topcoats is **highly** recommended for all Pallbearers. ***Note: This issued item aids in the support of your back and abdominal region while carrying caskets.***

6.3. General Rules for Pallbearers.

6.3.1. NPB is responsible for the accountability, conduct, safety, position assignments and performance of the Pallbearers under his/her direction. NPB will be accountable to the OIC/NCOIC of the ceremony for all actions of their team. ***Note: NPB and Hand-off does not have to be the highest-ranking member of the team. He/she should be the most experienced and qualified member to complete the mission successfully.***

6.3.2. Hand positions, posture, and footing are important to properly carry the casket with an effortless expression. NPB's side (Mark & Carry) will carry the casket with their left palm facing down on the carrying handle and right palm facing up. Fold's side (Cross Mark & Hand-off) carries the casket with their right palm facing down on the carrying handle and left palm facing up. ***Note: The hand positions will be reversed in the event that the casket travels in the opposite direction.***

6.3.2.1. The proper posture is body straight up and down, shoulders rolled back, and head and eyes straightforward. When walking behind one another, walk with your toes pointed outwards (duck walk). ***Note: The hand positions will be reversed in the event that the casket travels in the opposite direction. To prevent injury, do not lean away from the casket when carrying.***

6.3.3. When transporting an urn (cremate container), Pallbearers walk with suspended arm swing (arms remain stationary at the sides, not pinned to the side). NPB will always carry the flag and Fold will carry the urn. ***Note: In the case of multiple urns, Cross Mark will carry the second urn. If more urns are present, the funeral director should preposition those at the mock-up.***

6.3.4. The casket, with two exceptions, will always travel feet first (blue field of stars toward the rear).

6.3.4.1. One variant of this rule is during an "UP and FACE" (Reference Special Instructions, paragraph 6.5.4.), at which time the casket will travel head first due to an obstruction to the mock-up, or some other adverse condition, preventing the team from going onto the platform over the head-end of the grave. In this instance, as with a normal "feet first" carry, the team will follow the presiding chaplain.

6.3.4.2. Another variation is during the funeral for a Military Chaplain. It is customary that when carried into the chapel (in and out) of a funeral for a chaplain, that their casket travel head-end first. Their remains will be transported to gravesite in the normal, "feet first" manner.

6.3.5. Six Pallbearers will be used for funerals when a casket or urn is transported. The order when the team is carrying the casket is as follows:



6.4. Commands and Definition Terms.

6.4.1. **Bearers, ATTENTION.** This is a one-count movement given by NPB. The left foot is brought together with the right foot snapping the heels. Simultaneously, the hands are placed at the side in the position of Attention. It can be given at any position. *Note: NPB will always give the command at the same position as the entire team.*

6.4.2. **Bearers, FALL-IN.** Pallbearers will be aligned three abreast in two columns relative to NPB's position. The Pallbearers team is positioned approximately 10 paces from the OIC/NCOIC. NPB ensures team is ALWAYS facing the gravesite, in order that the chosen route of carry will be no greater than ten side steps when the casket is in motion.

6.4.3. **Bearers, FALL-OUT, MARCH.** This command is used whenever necessary to halt and dismiss the Pallbearers. NPB calls the command on the left foot while marching. Upon the command of execution "**MARCH**", the Pallbearers step one last time with the right foot, halt/close with the left, and execute an automatic "about face". Example: "**BEARERS**" (left foot), "**FALLOUT**" (left foot), "**MARCH**" (left foot).

6.4.4. **Bearers, HALT.** This command is used to stop the Pallbearers while marching. The commands are given on the left foot. Upon the command of execution "**HALT**", the team steps one last time with the right foot and halt/close with the left. For example, "**BEARERS**" on the left foot, "**HALT**" on the next left foot.

6.4.5. **CENTER.** All of these movements are executed in three-second simultaneous movements. The members on each side of the casket face each other, and then the NPB's side flips their left hand over so that their palms are facing up. While Fold's side is doing the same thing with their right hands. After the hand flip, all members execute a three-second synchronized head drop. Members' eyesight/head should be focused on the "crown" (top) of the casket.

6.4.6. **DOWN.** There are two different situations where this command applies:

6.4.6.1. Lowering the casket after the team has cleared a tombstone (three-second cadence).

6.4.6.2. Once the team has completely passed over the tombstone(s), Hand-off will say, "**CLEAR**" to NPB. NPB will command "**DOWN**". *Note: All commands are all given in a normal conversational tone.*

6.4.6.3. Lowering the casket onto the mock-up (three-second cadence). When the entire team has sidestepped onto the mock-up, NPB commands, "**HALT**". NPB and Hand-off release the casket with their right hands and lift the corner of the flag out away from the casket. Fold and Carry release the casket with their left hands and lift the flag out away from the casket. By lifting the flag out from under the casket, it prevents the flag from touching the ground when the casket is set down.

6.4.7. **FACE.** NPB uses this command for all members of the team to face toward NPB when holding the casket in the “**Center**” position (heads are up) and is executed simultaneously in a three-second cadence. *Note: The Pallbearer must be in the “Center” position, with their heads up before this command can be given. “Face” may also be given when the “Up and Face” command is given. Where the team faces toward Hand-off instead of NPB.*

6.4.7.1. NPB’s side will turn their right foot followed by the left toward the right. Simultaneously turning their left hands over on the handle (palms down/thumbs forward).

6.4.7.2. Fold’s side will turn their left foot, followed by the right to the left. Simultaneously turning their right hands over on the handle (palms down/thumbs forward). *Note: Thumbs will always be pointing in the direction of travel of the casket.*

6.4.8. **Face, ME/AWAY.** NPB utilizes these commands when the OIC/NCOIC dismisses the Pallbearers from graveside. OIC/NCOIC will command “**Bearers, POST**” (This command is given in a normal conversational tone). Bearers are dismissed. Upon command, NPB will command, “**Face, ME/AWAY**” (This command is subdued in a low tone). *Note: The NPB will determine the facing direction when the gravesite is surveyed prior to the ceremony.*

6.4.8.1. When NPB commands “**Face, ME**”; all Pallbearers will face in the direction of NPB in unison, three-second cadence.

6.4.8.2. When NPB commands, “**Face, AWAY**”; all Pallbearers will face in the direction of Hand-off in unison, three-second cadence.

6.4.9. **RIGHT/LEFT, FLANK, MARCH.** These commands are given while hang stepping. The preparatory command “**Right/Left**” will be given on the corresponding foot of the direction required. On the next available step, the command “**Flank**” will be given. The command of execution “**MARCH**” is called on the same foot as the preparatory (“**Right/Left**”) command. These commands should be called once the heel strikes the ground. Immediately after “**MARCH**” is given, place the toe of the trailing foot into the center of the planted foot, creating a letter “T”, and simultaneously turning your body. Shift the weight from your planted foot to the trailing toe then rock back while pointing the hanging toe down in the direction of the flank, and continue hang stepping three more steps then halt. *Note: When halting, ensure there is no heel click.*

6.4.10. **HALT.** This command is a two-count movement that is drawn out and given on the right or left heel, halfway through the stride. The entire team “**Halts**” closing the trailing foot beside the lead foot. *Note: When halting, ensure there is no heel click. An example of his command: “H-A-A-A-L-T”. This enables the team to stop at the same time with sure footing.*

6.4.11. **Hang Step.** The “**Hang Step**” sequence is executed after the command of “**STEP**” is given and is used to position the team behind the hearse. This is a slow marching step, where the leg is extended with the toe pointing downward. If you lose your balance, place the toe of your foot on the ground to regain your balance. The pace is set from both positions of Mark and Cross Mark.

6.4.12. **MARK, TIME.** This command is always given on alternate steps beginning with **MARK** on the left foot and **TIME** on the immediate right foot. The entire team picks up a Mark Time on the next available step after the command of execution, "**TIME**".

6.4.13. **READY, STEP.** Mark or Cross Mark (whomever's back is toward the family) will say, "**READY, STEP**" for the team. NPB, Fold, Carry, and Handoff will take one side step towards their respective ends of the flag. Mark and Cross Mark will take one side step towards the head end of the flag. *Note: Simultaneously as the team side steps into position, all members raise their hands to shoulder level (no lower than the top button of the ceremonial blouse) and the middle portion of the flag is allowed to unravel and drop into the "canoe" shape over the urn.*

6.4.14. **Tugs, Flag.** NPB will use their right hand to tug the corner of the flag during 6-person flag folding sequences. From the "canoe" position, NPB's hands will start 6-8 inches apart with their right hand holding the corner of the flag. Once the hands are spread apart and during the "throw-overs", NPB's hands will be slightly more than shoulders width. *Note: Do not tug the flag excessively hard. This may cause members of the team to lose their grip on the flag and drop it.*

6.4.15. **Turning Steps.** Turning steps are executed after the remains are removed from the hearse. The initial number designates the number of side steps the team will take away from the hearse. Discretion for this number is NPB's alone and is based on the distance of the hearse from the route to gravesite. (The first number will be no less than three, no greater than 10). The next number of steps in the sequence will **ALWAYS** be five. The direction of the turn will be determined by the location of gravesite from the Pallbearers' position. If the gravesite is located behind NPB the turn will be toward Hand-Off (clock-wise). Alternately, if either is located behind Fold, the turn will be toward Carry (counter clock-wise). *Example: "5 and 5 to Hand-Off".*

6.4.15.1. The command for the behind the hearse sequence is given by NPB to Hand-off loud enough only for them to hear (normal conversational tone). Hand-off will repeat the command twice to NPB and then say it in a normal conversational tone to each member of the team as the casket is being removed from the hearse.

6.4.16. **UP.** This command used to raise the heads of the Pallbearers whenever necessary. Heads will be raised in the same manner they are lowered, using a three-second cadence. The termination point of this movement is once eye contact is made with the individual across the casket. Heads should never be raised to the point that chins/noses are pointed up.

6.4.17. **Wheels.** Used to turn the team either to the right or to the left. NPB initiates this movement by tugging back, slightly and quickly, on the casket. The team will start the wheel by marking time and guiding/turning in the direction of the hearse or mock-up. While marking time, the team will raise the knee farthest from the casket (the outside knee) higher than leg closest to the casket (the inside knee). Once aligned in the desired direction of travel, Hand-off (if turning left) or Carry (if turning right) will command “**STEP**” on the left foot. When this command is given, the team will take one more mark time step with the right foot then resume marching on the left foot.

6.5. Special Instructions.

6.5.1. **Hearse Loading.** There will be situations when it is necessary to re-load the casket into the hearse. Pallbearers will transport the casket to the back door to the hearse. NPB will command, “**HALT**” followed by “**CENTER**” approximately 1 foot away from the rear bumper of the hearse. *Note: All commands for the “Hearse Loading” sequence are given in a normal conversational tone.*

6.5.1.1. After the team has completed the “**Center**” movement (heads are lowered); Hand-off will reach around the end of the casket and take two side steps to the right (the first side will be a 45-degree step facing the left rear corner of the casket, the next step will be directly behind the casket).

6.5.1.2. Hand-off takes hold of the rear casket handle, palms up (if no handle is present, hold the casket by placing hands under the casket, palms up). Hand-off will command, “**READY, STEP**”. The entire team will take one side step toward the hearse. NPB and Fold will gently lower the casket onto the rollers inside the hearse. Hand-off will continue to push the casket into the hearse.

6.5.1.3. As Hand-off passes through the team; each member will release the casket, raise their heads and re-assume the position of “**Attention**”.

6.5.1.4. Once the casket is completely in the hearse, Hand-off will back-up two steps, starting with the left foot and pause briefly. Then they will place their left foot in front of the right (toes pointed to the right), step back/right with the right foot followed by the left foot to their original position at “**Attention**”.

6.5.2. Flag **Re-fold Procedures.** The command to re-fold a poorly folded flag is given by Hand-off or NPB. The command to re-fold the flag is, “**Re-Fold**”. This command is subdued. Hand-off will initiate un-folding the flag back to NPB. The re-folding of the flag will break down to the quarter-fold only. *Note: Hand-off will only initiate the refold if the flag has been passed down. If NPB has the flag, and observes that a refold is necessary, the pass down sequence will commence and the refold will begin.*

The sequence for **“Re-fold”** is as follows:

6.5.2.1. Hand-off brings the flag to their chest and performs an inspection. Flags will be re-folded during a funeral if any portion of red/white is visible or if the white band is protruding from the tucked portion.

6.5.2.2. Hand-off performs the **“Half Dress”** sequence. (Reference Flag Sequences, paragraph 6.7.1.)

6.5.2.3. Hand-off extends the flag down to waist level and out toward Carry (“flap” facing Carry). After the flag is extended out, Hand-off opens the “flap” (pulling the material down toward the ground) facing Carry with his/her right hand.

6.5.2.4. Simultaneously Carry raises their hands to meet Hand-off with the flag. Once the flap is open, Carry pulls out the end of the flag (white band w/rings). As Carry pulls out the band, Hand-off turns the open-end “flap” to the right. This material will be draped over Hand-off’s outstretched right arm, placing the folded corner edge in Hand-off’s right hand. ***Note: Make sure that Hand-off has control of the folded corner edge to ensure that the flag does not fall.***

6.5.2.5. Carry unfolds the flag toward Mark. Hand-off places their left hand (palm up) under the first portion of the flag unfolded by Carry. Hand-off’s left hand will support the flag as it is being unfolded.

6.5.2.6. As Carry continues to unfold the flag Mark or Cross Mark (whomever’s back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag.

6.5.2.7. Once Mark takes the flag, Carry takes the folded corner edge from Hand-off with their left hand and Hand-off grasps the flag with their right hand, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top. Hand-off holds the flag with both hands, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top.

6.5.2.8. As Mark continues to unfold the flag, NPB or Fold (whomever’s back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag.

6.5.2.9. Once NPB takes the flag; Mark and Cross Mark hold the flag in the same manner as when it is folded (fingers clasped in fists underneath the flag, palms facing each other and thumbs on top).

6.5.2.10. Fold supports the flag with both hands underneath (palms up) until it is completely unfolded by NPB. NPB and Fold hold the flag in the same manner as when it is folded.

6.5.2.11. After a brief pause, NPB re-sets the “box”. NPB and Fold re-fold the flag.

6.5.3. **Stars over Stripes.** This sequence is done when the flag is reversed so that the union (blue field of stars) is closest to Carry instead of Hand-off. *Note: This sequence should be completed at the “canoe” position.*

6.5.3.1. Any Pallbearer may quietly call “**STARS OVER STRIPES**” in a normal conversational tone. The sequence for “**Stars over Stripes**” is as follows:

6.5.3.2. NPB’s side slowly raises their side of the flag and extends it towards the middle.

6.5.3.3. Fold’s side slowly lowers their side of the flag and extends it towards the middle.

6.5.3.4. Fold’s side takes the higher edge of the flag with their right hands. NPB’s side takes the lower edge of the flag with their right hands.

6.5.3.5. The Pallbearers re-assume the “canoe” position and carry on with the “table top” sequence.

6.5.4. **Up and Face.** This command is given when transporting a Chaplain’s casket into a Chapel, when the foot of the casket is nearest the team while in the hearse and may be used at gravesite only when it is impossible to gain access to the mock-up over the head-end of the grave. NPB will determine when the scenario calls for the use of this option. NPB shall inform the team prior to the start of the ceremony if this technique will be employed. *Note: This sequence will not be used to ensure a shorter carrying distance.* The sequence for “**Up and Face**” is as follows:

6.5.4.1. While Hand-off is in position at the rear bumper of the hearse to remove the casket; NPB will command “**UP and FACE**” instead of the numbers for turning steps. Once Hand-off has pulled the remains out, is back in position and has called “**READY**”.

6.5.4.2. Next, NPB will command “**UP**”. When the team has executed their three-second head raises, NPB calls “**FACE**”. The Pallbearers will face away from the hearse in a three-second facing movement. Hand-off will takeover as NPB and call “**STEP**”. Once the team is within one pace of gravesite at the foot end of the mock-up Hand-off will command “**HALT**”, “**CENTER**”, “**STEP**” (side step onto mock-up), and “**HALT**”.

6.5.4.3 Once the team is in position, with the casket centered on the platform, NPB will take over as team leader and command “**DOWN**”. At this point, NPB is in command of the team for the duration of the funeral.

6.6. Guideline for Flag Folding Responsibilities.

6.6.1. There are two different flag folding sequences utilized by the Air Force Base Honor Guard. The two flag folding sequences are Two Person & Six Person.

6.6.2. All flag folding sequences are based on the 5'x 9.5' U.S. Interment Flag (NSN: 8345-01-334-8825). This is the only flag that Pallbearers will be trained/required to fold during ceremonies, training and demonstrations.

6.7. Flag Dressing Sequences.

6.7.1. **“Half Dress” Sequence:** The **“Half Dress”** sequence is performed any time the flag is being passed on to a Pallbearer within the team. This movement is executed in six-counts of two-second increments. ***Note: Whenever this sequence is performed, the open side of the flag “flap” will be on the left hand side of the Pallbearer performing the dress.***

6.7.1.1. Once the flag is folded, NPB takes the flag with both hands by reaching over to the top apex that is pointing towards the Cross Mark (thumbs on top, fingers together on bottom).

6.7.1.2. NPB pulls the flag directly to their chest (the apex of the flag approximately 2 to 4 inches below the chin) looking down at the flag. The **“Half Dress”** sequence is as follows:

6.7.1.3. (Count 1): Slide the flared left hand down the open side of the flag, the “flap”, extending the arm out and down.

6.7.1.4. (Count 2): Bring left hand underneath the flag to support it against the chest and pause.

6.7.1.5. (Count 3): Move the right hand directly to the left corner of the flag (over the left elbow).

6.7.1.6. (Count 4): Slide the right hand up the left edge, “flap” of the flag to the top corner of the apex.

6.7.1.7. (Count 5): Grasp on the left side of the flag with the right hand, keeping all fingers joined.

6.7.1.8. (Count 6): Rotate flag up in a clockwise motion with the right hand, keeping the left hand stationary on the front side (palm on flag). ***Note: The rotation is complete once the bottom of the flag is rotated to the top at eye level, parallel to the ground and secured with the right and left hands.***

6.7.1.9. The **“Half Dress”** is now complete.

6.7.2. **“Full Dress” Sequence:** The **“Full Dress”** sequence is performed when the flag is being passed to the OIC/NCOIC or Chaplain who will be presenting the flag to the next of kin. This movement is executed in 9-counts of three-second increments. ***Note: Whenever this sequence is performed, the open side of the flag “flap” will be on the left hand side of the Pallbearer performing the dress.***

6.7.2.1. Inspect the flag for any red/white material without head movement or “dipping” the outer most corners of the flag to the left or right. Once inspection is complete, position both hands at the top portion of the flag.

6.7.2.2. (Count 1): Slowly slide the flared left hand down the open side of the flag “flap”, extending the arm out/down, and pause.

6.7.2.3. (Count 2): Bring left hand underneath the flag to support the flag against the chest and pause.

6.7.2.4. (Count 3): Slowly slide the flared right hand down the right side of the flag, extending the arm out/down and pause.

6.7.2.5. (Count 4): Bring the right hand across the flag and touch the opposite end of the flag (the left point) and pause.

6.7.2.6. (Count 5): The right hand sweeps across the front of the flag to the top corner (the apex) of the flag and pause.

6.7.2.7. (Count 6): Grasp on the left side of the flag with the right hand, keeping all fingers joined and pause.

6.7.2.8. (Count 7): Rotate flag in a clockwise motion with the right hand while simultaneously lifting the flag up and pinning the left hand to the left side and pause. ***Note: The rotation is complete once the apex tip of the flag is directly in front of the nose and the top of the flag is parallel to the ground.***

6.7.2.9. (Count 8): Lower the flag until the top of the flag is at eye level and pause.

6.7.2.10. (Count 9): The left hand comes up and joins the right hand, ensuring the fingers are joined and remain together.

6.7.2.11. The **“Full Dress”** sequence is now complete. NPB faces OIC/NCOIC and lowers the flag to the OIC/NCOIC. NPB looks at the flag without dropping their head and performs a three-second salute. ***Note: If Military Chaplain is present Hand-off will receive flag through pass down sequence, perform Full Dress, and present flag to Chaplain. Chaplain will then present flag to next of kin.***

6.8. Three-Person Veteran Funeral Sequence.

6.8.1. Two qualified Honor Guard members, OIC/NCOIC and Fold pre-position themselves (backs to gravesite) at curbside awaiting the procession. The third position is reserved for the Bugler.

6.8.1.1. The Bugler will be positioned 50 paces diagonally from gravesite, facing the family.

Note: Reference to Chapter 7, Bugler procedures.

6.8.2. Prior to the funeral, NCOIC will acquire next of kin information from the funeral director.

6.8.3. When the hearse is 10 paces from OIC/NCOIC and Fold, both members execute **Present, Arms**. All commands during this sequence are initiated by OIC/NCOIC and are given in a normal conversational tone.

6.8.4. Once the hearse passes both members they execute **Order, Arms**. Immediately following the hearse being placed in park, OIC/NCOIC will give the command of **Stand At, EASE**.

6.8.5. When the family approaches the back of the hearse, OIC/NCOIC will command, **Staff, ATTENTION**. Both OIC/NCOIC and Fold will go to the position of Attention. Once the casket is in motion, OIC/NCOIC will command **Present, ARMS**.

6.8.6. Once the family passes the OIC/NCOIC and Fold, OIC/NCOIC will command **Order, Arms**. OIC/NCOIC will then command **Right/Left, FACE**, whichever direction the casket is being carried and both member will execute an automatic **Present, Arms**. Once the family passes both members, both will **Order, Arms** simultaneously. If the command of **Left, Face** was called, OIC/NCOIC will step out and stand next to Fold and both will step off. If a **Right, Face** was called, Fold will step out and stand next to OIC/NCOIC then both will step off with no arm swing and walk behind the family designated pallbearers.

6.8.7. Honor Guard members follow the pallbearers and position themselves at both ends of the casket once it is placed down on the mock-up. OIC/NCOIC is at the head end, Fold at the feet. Both will go to the position of **Stand At, Ease**. *Note: There are to be NO commands given while standing at the casket for the rest of the ceremony. Any movements will be initiated by Fold's eyewink.*

6.8.8. The Chaplain performs the committal service.

6.8.9. When the committal service is complete, the funeral director or OIC/NCOIC asks the family to *"Please rise for the playing of Taps"*. At this time Fold will eyewink at OIC/NCOIC and both will come to the position of Attention simultaneously, with **no** heel click and both will **Present, Arms** simultaneously.

6.8.10. Upon the completion of Taps, Fold will eyewink at OIC/NCOIC and both members will **Order, Arms**. Immediately following the **Order, Arms**, both members secure the four corners of the flag over the casket. ***Note: The OIC/NCOIC is responsible for holding the flag taut ensuring it stays level while the flag is being folded.***

6.8.11. Two side steps are taken to clear the flag from the casket ensuring enough room is provided to enable the folder to step toward the end of the flag while folding. ***Note: Always try to fold the flag in front of the family. If there is not enough room due to obstacles, such as a pile of dirt, family in the way or some other obstruction, then fold the flag to a quarter fold over the casket then take two side steps toward the family. If the family is to close two side steps away is allowed.***

6.8.11.1. Step 1: Bring the two open ends of the flag together, leaving approximately three inches (approximately half the red stripe, and the horizontal portion of the top star) of border from the union side of the flag and the striped edge. This is known as establishing the border; the two open ends do not lie evenly upon each other, there must be a definite margin.

6.8.11.2. Step 2: Bring the hand not securing the established border back to opposite corner. Simultaneously, the OIC/NCOIC flares down with the right hand and secures the other corner with the left hand while the folder flares down with the left hand and secure the opposite corner with the right hand. Then rotate the flag 90-degrees to OIC/NCOIC's left and Folds right.

6.8.11.3. Step 3: Repeat steps 1 and 2 .

6.8.11.4. Step 4: The folder begins by making a triangular fold bringing the striped corner of the folded edge to the open edge (left hand will make the first triangle fold). Ensure the outside edge of the fold forms a 90-degree angle. ***Note: With your fingers, divide the white stripe on the first fold in half.***

6.8.11.5. Step 5: Fold the outer point over, parallel with the open edge, to form second triangle.

6.8.11.6. Step 6: Continue folding the flag alternating steps 4 and 5 until the flag reaches the end (approximately 4-10 inches but may vary). This process usually involves 13 folds on the standard internment flag.

6.8.11.7. Step 7: Fold reaches underneath the flag with the left hand, lifting up the flap with right hand, cradling it with the left arm. The folder must also pinch the right corner of the flag to ensure the flag is taut.

6.8.11.8. Step 8: The OIC/NCOIC makes a 45-degree fold with the right side of the flag, ensuring the thumb is placed in between the fold and the flag.

6.8.11.9. Step 9: Crease the excess portion of the flag and neatly tuck it in the pocket formed by the folded flag.

6.8.11.10. **Inspection of the flag:** The folder takes the flag, brings it to the chest with head down and stationary and eyes looking down at the flag. Ensure no red is showing or any white is protruding, flag should be flat. *Note: There is no head movement while inspecting the flag.*

6.8.11.11. Perform the “**Full Dress**” sequence. (Reference Flag Folding Sequences, paragraph 6.7.2.)

6.8.12. The dressing sequence is now complete, Fold hands off to the flag to the OIC/NCOIC. Fold then looks at the flag without moving his/her head and performs a three-second cadence salute. Once the salute is complete, Fold walks off waiting for OIC/NCOIC at a pre-determined position.

6.8.13. The OIC/NCOIC presents the flag to the next of kin and recites the message of condolence, followed by a slow salute to the flag. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation’s flag for the faithful and honorable service of your loved one.

6.8.14. OIC/NCOIC and Fold depart gravesite together shoulder-to-shoulder (in step with each other) to the transportation site.

6.9. Two-Person Veteran Funeral Sequence.

6.9.1. Two qualified Honor Guard members, OIC/NCOIC and Fold pre-position themselves (backs to gravesite) at curbside awaiting the procession.

6.9.2. Prior to the funeral, NCOIC will acquire next of kin information from the funeral director.

6.9.3. When the hearse is 10 paces from OIC/NCOIC and Fold, both members execute **Present, Arms**. All commands during this sequence are initiated by OIC/NCOIC and are given in a normal conversational tone.

6.9.4. Once the hearse passes both members they execute **Order, Arms**. Immediately following the hearse being placed in park, OIC/NCOIC will give the command of **Stand At, EASE**.

6.9.5. When the family approaches the back of the hearse, OIC/NCOIC will command, **Staff, ATTENTION**. Both OIC/NCOIC and Fold will go to the position of Attention. Once the casket is in motion, OIC/NCOIC will command **Present, ARMS**.

6.9.6. Once the family passes the OIC/NCOIC and Fold, OIC/NCOIC will command **Order, ARMS**. OIC/NCOIC will then command **Right/Left, FACE**, whichever direction the casket is being carried and both member will execute an automatic **Present, Arms**. Once the family passes both members, both will **Order, Arms** simultaneously. If the command of **Left, Face** was called, OIC/NCOIC will step out and stand next to Fold and both will step off. If a **Right, Face** was called, Fold will step out and stand next to OIC/NCOIC then both will step off with no arm swing and walk behind the family designated pallbearers.

6.9.7. Honor Guard members follow the pallbearers and position themselves at both ends of the casket once it is placed down on the mock-up. OIC/NCOIC is at the head end, Fold at the feet. Both will go to the position of **Stand At, Ease**. *Note: There are to be NO commands given while standing at the casket for the rest of the ceremony. Any movements will be initiated by Fold's eyewink.*

6.9.8. The Chaplain performs the committal service.

6.9.9. When the committal service is complete, Fold will eyewink at OIC/NCOIC and both will come to the position of Attention simultaneously, with no heel click and begin the flag folding sequence. (Reference 3-Person Flag Folding, paragraph 6.8.11.) The flag is folded and presented to the OIC/NCOIC. The OIC/NCOIC stays at the position of Attention with the flag secured in hand. Fold goes to the predetermined position away from the family to sound Taps. *Note: Both members must wait for the cue from the chaplain or funeral representative before folding the flag.*

6.9.10. The funeral director or OIC/NCOIC asks the family to “*Please rise for the playing of Taps*”. Fold will sound Taps.

6.9.11. At the conclusion of Taps, the OIC/NCOIC presents the flag to the next of kin, recites the message of condolence and salutes the flag. An example of the message of condolence is as follows:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation's flag for the faithful and honorable service of your loved one.

6.9.11 After the flag is presented, The OIC/NCOIC departs gravesite and will meet up with Fold at a predetermined location and both will proceed to transportation site

6.10. Full Honors/Active Duty Funeral Sequence.

6.10.1. Pallbearers should be pre-post themselves approximately 10 paces from where the hearse is to be stopped (adjacent to the OIC/NCOIC), facing gravesite. The Pallbearers should conduct, “warm-ups” with a few movements and form up at the position of **Stand At, Ease**.

6.10.2. The Chaplain’s vehicle approaches (if one is requested by family). NPB will command **“BEARERS, ATTENTION”**. Whichever Pallbearer is closest to the approaching vehicle will render a salute to the Chaplain (only if Chaplain is a military officer). Once the vehicle has passed the team, NPB will give the command **“Stand At, EASE”**.

6.10.3. When someone within the team notices that the procession is arriving, they notify the rest of team using the command, **“FAMILY”**.

6.10.4. As the hearse approaches the team, (10 paces), the NPB commands **“BEARERS, ATTENTION”**.

6.10.5. As the hearse passes in front of the team, Carry or Hand-off will render a slow hand salute (whichever is closest to the route of the hearse). The cadence of the salute is three-seconds up/down.

6.10.6. Once the procession has stopped and the hearse is in park, NPB will command **“STEP”**. This initiates the “hang step” to reposition the team behind the hearse. *Note: In case the funeral representative/director does not stop the funeral procession, Hand-off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use his/her outside hand to signal the vehicles to stop before they impede the Pallbearers route.*

6.10.7. Once the team has hang stepped, flanked, taken three hang steps towards the hearse and halted, NPB will command **“Stand At, EASE”**. *Note: “Stand At, Ease” may not be called if the Chaplain or OIC/NCOIC are at the position of Attention. If both members are at the position of “Stand At, Ease” then NPB will call the team to “Stand At, Ease”.*

6.10.8. NPB waits for the OIC/NCOIC to snap to the position of Attention and say, **“SECURE”**. This is indicating the remains are ready to be transferred to gravesite.

6.10.9. NPB commands, **“BEARERS, ATTENTION”** then **“STEP”**. The team marches towards the back of the hearse normally.

6.10.10. **Behind the Hearse Sequence:** Pallbearer team will continue to march to back of hearse. NPB will command, **“MARK, TIME”** when the team is approximately 1 to 2 feet or the doors length away from the bumper of the hearse. **“MARK”** is called on the left foot and **“TIME”** is called on the right foot. NPB must allow 4-6 steps for the team to adjust their distance, followed by NPB’s command, **“BEARERS, HALT”**.

6.10.10.1. The team halts and NPB’s side executes a center face (left face) and then takes one side step right toward the hearse.

6.10.10.2. Fold & Cross Mark execute a center face (right face) and then take one side-step left toward the hearse.

6.10.10.3. Hand-off will pause at the first count as team faces toward each other and as the team side steps towards the hearse; Hand-off takes one side-step right and centers between each file.

6.10.10.4. After steps are complete, the entire team (except for Hand-off) makes eye contact with the person across from them and executes a three-second head drop. ***Note: The cadence for the behind the hearse sequence is as follows: “BEARERS, HALT”; step stop, center face, and step down (toward the hearse); for Hand-off; step stop, dead step, step center.***

6.10.10.5. After the team has completed their three-second head drops, Hand-off takes two or three hang steps to the back bumper of the hearse. Hand-off then executes a three-second head drop.

6.10.10.6. If necessary, Hand-off will undress the flag over the casket.

6.10.10.6.1. (Count 1): Hand-off will bring their closed hands up in front of their shoulders (palms inward hands at a fist).

6.10.10.6.2. (Count 2): Extend arms/hands out straight over the casket. Hands will be flared over the casket, index fingers touching.

6.10.10.6.3. (Count 3): Then slowly slide their hands apart along the white band and both hands are still flared.

6.10.10.6.4. (Count 4): Grab the flag and pull it over the end of the casket. Hand-off secures the casket handle with both hands (palms facing up). All three movements are executed in a three-count movement.

6.10.10.6.5. Once Hand-off is in position to remove the casket from the hearse, the NPB will quietly give the number of “turning steps” (“**Up and Face**” if necessary). Hand-off will repeat this number to NPB for verification, twice. Hand-off will begin to step back and away from the hearse with the casket in tow. Hand-off’s head sharply rises upon the first step of pulling the casket out of the hearse. Upon NPB’s command of “**READY, TAKE**”, Fold and NPB will take hold of the casket. Hand-off must repeat the number of turning steps twice more for the rest of the team before returning to their designated position on the casket. All Pallbearers must have their thumbs pointing in the direction of travel with the casket. ***Note: These commands given by NPB and Hand-off will be given in a low conversational tone.***

6.10.10.6.6. When the casket is approximately 2/3 of the way out of the hearse, NPB will in a low conversational tone command to Fold, **“READY, LIFT”**. NPB and Fold will gently raise the casket to prevent it from striking the hearse’s rear bumper. *Note: If the front of the flag is not draped over the front of the casket, NPB must quietly command, “READY, FLARE”. Upon the command, NPB and Fold will simultaneously bring their right and left hands (respectively) over the front end of the casket to the top, take hold of the end of the flag material and drape it over the casket. Once the motion is complete NPB and Fold will re-place their hands on the casket handle.*

6.10.10.6.7. Hand-off will reach around to the left rear corner of the casket and take two side steps to the left. The first side step will be a 45-degree step facing the left rear corner of the casket and the next step will be facing Carry. Hand-off will ensure that the rear handle of the casket (if applicable) is pushed down and move back to their original position.

6.10.10.6.8. Once in position, Hand-off will execute a 3-second head drop and command in a normal conversational tone, **“READY”**. NPB then commands, **“STEP”**. The team performs the pre-designated number of turning steps toward gravesite.

6.10.11. After the turning steps are completed, NPB commands, **“UP”**. Once the entire team has completed the simultaneous three-second head raises (making eye contact with teammates across the casket), NPB will command **“FACE”**. The team will execute a three-second facing movement in the pre-determined direction of travel. NPB then commands **“STEP”**, cueing the Chaplain and the team’s march toward gravesite. *Note: Mark, Cross-mark, Carry, and Hand-off will walk in a “duck walk” (toes pointed outward) when carrying the casket. NPB and Fold will walk normal. The “duck walk” prevents any member’s shoes coming off during the sequence as well as it will help with keeping the whole team in step. DO NOT dig heels into the ground when performing this walk.*

6.10.12. When NPB is approximately 1 pace away from the mock-up, he/she will command, **“HALT”**, **“CENTER”**, and then **“STEP”**. All of these movements are executed in three-second movements. The **“Step”** command initiates the team’s side stepping onto the mock-up. *Note: When stepping onto the mock-up team members will make eye contact with the person across from them to signal they are ready to step up onto the platform (if necessary). If the person does not look up, they are not ready to step up and the person across from them will not step up either.*

6.10.13. When the entire team is on the mock-up and the casket is centered on the lowering device, NPB commands, **“HALT”**. After the team has halted, NPB and Hand-off take hold of the corner of the flag with their right hand and hold it away from the casket. Simultaneously, Fold and Carry will secure the flag with their left hands and hold it away from the casket. (This is done to prevent the flag from touching the ground and/or being pinned under the casket.)

6.10.14. At this point, Mark & Cross Mark compensate the other team members' weight. NPB commands **"DOWN"**. The team extends their arms down, then squat and slowly lowers the casket down onto the mock-up. *Note: NPB will allow enough time for team members to grab hold of the corners of the flag before calling command, "Down". Ensure Pallbearers bend at the knees and not at the waist when lowering the casket onto the mock-up.*

6.10.15. Bring the flag to "table top". Once the Firing Party sequence, the playing of Taps is complete and the OIC/NCOIC **Order, Arms**; Pallbearers perform the six-person flag folding and the Dressing sequences. *Note: Reference section 6.14.1 for the six-person flag folding sequence and Chapter 8 for OIC/NCOIC and Full Honor Funeral sequence.*

6.10.16. The OIC/NCOIC presents the flag to the next of kin, recites the message of condolence and salutes the flag. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation's flag for the faithful and honorable service of your loved one.

6.10.17. After the OIC/NCOIC or Chaplain has presented the flag to the next of kin and has been returned to their position, OIC/NCOIC will command in a normal conversational tone, **"Bearers, POST"**.

6.10.18. NPB then commands **"Face, ME"** or **"Face, AWAY"**

6.10.19. The team will execute a 3-second facing movement in the desired direction of travel. After the 3-second movement is completed, the team will execute a modified hang-step (tap-step). The members lightly tap the left foot on the mock-up and continue with each foot until reaching the end of the mock-up. This is done in the same 3-second cadence. Once a member reaches the end of the mock-up, raise the foot slightly so that the team member across from them (ex. NPB and Fold) can notice. When both members have elevated the same foot, then the members will step off the mock-up. This will continue until all members have exited the mock-up. NPB or Hand-off (whoever is the last to leave the mock-up) will call **"STEP"** on the first foot off the mock-up; just loud enough for the team to hear. The team will "tap step" once more then march forward normally proceeding to a predetermined point. If there is no step to clear when leaving the mock-up, NPB or Hand-off will command, **"STEP"**, the team will take two more slow steps, then step off resuming normal arm swing. *Note: Modified hang-step (tap-step) is done to maintain cadence of team and ensure that all step off the mock-up at the same time. This movement is used primarily for elevated mock-up.*

6.10.20. Once the team reaches their vehicle, NPB will command, **"Bearers, Fallout, MARCH"**. Once the team performs the **About, Face** and an OIC was present, the entire Pallbearer team will render a hand salute to the OIC. If no OIC is present then an **About, Face** will still be executed, but with no hand salute. Pallbearers will respectfully maintain military bearing until they have entered their vehicle and departed from the cemetery.

6.11. Standard Honors/Retiree Funeral Sequence

6.11.1. Once the completion of “dry-fire” is preformed and Firing Party executes Ground, Arms, Six members will fallout to perform Pallbearer duties. *Note: Reference to Chapters 4 and 9 for Firing Party duties and Standard Honors sequence.*

6.11.2. The OIC/NCOIC and Pallbearers execute the exact same procedures as a Full Honors Sequence for the arrival of the Chaplain (if applies), the hearse, behind the hearse sequence, the carrying of the casket to gravesite, flag folding and dismissal of Pallbearers. *Note: Reference to Chapters 8 through 9 for sequence.*

6.11.2.1. The flag is folded once the family members arrive at gravesite and are seated.

6.11.3. Once NPB or Hand-off hands off flag to NCOIC/OIC or Chaplain, OIC/NCOIC or Chaplain will command, **“Bearers, POST”**. NPB then commands **“Face, ME”** or **“Face, AWAY”**. The team marches off with no arm swing towards the firing party position. Once the last person, NPB or Hand-off clears the end of the casket, the command of **“STEP”** is called. Pallbearers start to march at a normal steady cadence and will commence to “zipper” into a column formation with either Hand-off or NPB leading the way.

6.11.4. Pallbearers will proceed to the firing line to perform Firing Party duties. *Note See Chapters 4 for Firing Party duties and Chapter 9 for Standard Honor sequence.*

6.11.5. Upon the completion of Taps, OIC/NCOIC or Chaplain presents the flag to the next of kin, recites the message of condolence, salutes the flag, and departs the area. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation’s flag for the faithful and honorable service of your loved one.

6.11.6. Once OIC/NCOIC or Chaplain departs gravesite, this is the cue for Firing Party to depart the site. *Note: Reference Chapter 6 Firing Party duties for the Rounds Retrieval and Departure sequence.*

6.12. Full/Standard Honors Funeral (Cremate) Sequence.

6.12.1. The OIC/NCOIC and Pallbearers execute the exact same procedures as a Full/Standard Honors Sequence for the arrival of the Chaplain (if applies) and the hearse. *Note: Reference to 8 through 9 for sequence.*

6.12.2. As the funeral representative's/director car (holding the urn and flag) passes in front of the team, Carry or Hand-off will render a slow hand salute (whichever is closest to the route of the hearse). The cadence of the salute is three-seconds up/down. **Note: In case the funeral representative/director does not stop the funeral procession, Hand-off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use his/her outside hand to signal the vehicles to stop before they impede the Pallbearers route.**

6.12.3. Once the procession has stopped and the hearse is in park, NPB will command **"STEP"**. This initiates the "hang step" to reposition the team behind the hearse. **Note: In case the funeral representative/director does not stop the funeral procession, Hand-off or Carry (whoever is on the corner of the team closest to the approaching vehicles) will use his/her outside hand to signal the vehicles to stop before they impede the Pallbearers route.**

6.12.4. Once the team has hang stepped, flanked, taken three hang steps towards the hearse and halted, NPB will command **"Stand At, EASE"**. **Note: "Stand At, Ease" may not be called if the OIC/NCOIC OR Chaplain are at the position of Attention. If both members are at the position of "Stand At, Ease" then NPB will call the team to "Stand At, Ease".**

6.12.5. NPB waits for the OIC/NCOIC to snap to the position of Attention and say, **"SECURE"**. This is indicating the remains are ready to be transferred to gravesite.

6.12.6. NPB commands, **"BEARERS, ATTENTION"** then **"STEP"**. NPB and Fold **ONLY** slide-step off with their left foot (suspended arm swing do not pin hands to sides). NPB will give the subdued command of **"Bumper"**. NPB and Fold will then take three steps past the rear bumper of the car and halt (no heel clicks) at the open doors to the rear seat.

6.12.7. NPB and Fold slowly turn to center on the car in cadence with one another. NPB gives an eyewink and they bend over, into the car to retrieve the urn and flag in a three-second cadence.

6.12.8. NPB secures the flag, pressed against his/her chest, left hand over right (left middle fingertip over the right). Fold secures the urn with both hands underneath the container (unless the container is an odd shape). **Note: If the urn has an inscription or nameplate, the urn is carried with the inscription/name plate facing out away from Fold's torso so the family may read it. NPB will ensure that the tucked portion of the flag is over the left side of his/her chest.**

6.12.9. NPB and Fold will quietly confirm that they are both ready to stand upright by saying **"Ready"**. Together, they slowly rise out of the car. Fold holds the urn a fist distance away from their torso with elbows bent no less than 90-degrees and at waist level ensuring the urn is not resting against the body. NPB continues to hold the flag pressed against his/her chest, left hand over right (left middle fingertip over the right).

6.12.10. NPB gives an eyewink and together with Fold, faces toward the Pallbearer team and then automatically slide-step off on their left feet. **Note: All movements are done in 3-second counts.**

6.12.11. NPB quietly commands “**HALT**” one pace from Mark and Cross Mark. Once halted, NPB and Fold automatically execute a slow three-count about face and remain at Attention.

6.12.12. NPB then commands “**STEP**”. The team performs a normal marching cadence (suspended arm swing do not pin hands to sides) and at close intervals to march shoulder-to-shoulder all the way to gravesite.

6.12.13. Approximately 4 to 6 paces away from the urn table at gravesite, NPB gives Fold a “nudge” against Fold’s right arm as a signal to split the team around the table (if applicable). NPB will start to slow down his/her steps to slow down the rest of the teams steps.

6.12.13.1. If no table is present to separate the team, NPB will “nudge” Fold and begin to set the team at an arms length distance. NPB will start to slow down his/her steps to slow down the rest of the teams steps.

6.12.14. Mark commands, “**HALT**” once they are centered on the table. ***Note: All commands are in a normal conversational tone.***

6.12.15. NPB commands, “**CENTER**”.

6.12.16. After the team has centered in facing each other across the table, Fold ceremonially takes one step/turn and places the urn on the table. ***Note: If the urn has an inscription or nameplate, the urn is placed on the table with the inscription/name plate facing the families seating position.***

6.12.17. Simultaneously, NPB performs the “half dress” sequence. Following the dressing, NPB holds the flag until Fold returns to their original position and passes off to Fold for the Flag Breakdown sequence. (Reference Flag Breakdown Sequence, paragraph 6.13)

6.12.18. Bring the flag to “table top” position. Once Military Honors are complete, Pallbearers perform the 6-Person flag folding and the Dressing sequences. ***Note: In case of Standard Honors funeral, flag is folded prior to Military Honors being rendered. Follow Standard Honors protocol from thenceforth.***

6.12.19. The OIC/NCOIC or Chaplain presents the flag to the next of kin, recites the message of condolence and salutes the flag. An example of the message of condolence is:

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation’s flag for the faithful and honorable service of your loved one.

6.12.20. After the OIC/NCOIC or Chaplain has recited condolences to the next of kin and has been returned to their position, OIC/NCOIC will quietly command “**Bearers, POST**”.

6.12.21. NPB then commands “**Face, ME**” or “**Face, AWAY**”

6.12.22. Perform “tap-step” movement as described in paragraph 6.10.19, pg. 81. NPB or Hand-off (whoever is the last to leave the mock-up) will call “**STEP**” on the first foot of the mock-up; just loud enough for the team to hear. The team will “tap step” once more then march forward normally proceeding to a predetermined point. If there is no step to clear when leaving the mock-up, NPB or Hand-off will command, “**STEP**”, the team will take two more slow steps, then step off resuming normal arm swing. *Note: In case of Standard Honors funeral, follow Standard Honors protocol from thenceforth.*

6.12.23. Once the team reaches their vehicle, NPB will command, “**Bearers, Fallout, MARCH**”. Once the team performs the **About, Face** and an OIC was present, the entire Pallbearer team will render a hand salute to the OIC. If no OIC is present then an **About, Face** will still be executed, but with no hand salute. Pallbearers will respectfully maintain military bearing until they have entered their vehicle and departed from the cemetery.

6.13. Flag Breakdown Sequence for Cremations.

6.13.1. Once the urn has been set down on the table and Fold has returned to his/her position across from NPB, NPB performs the “**Half Dress**” sequence.

6.13.2. NPB extends the flag out (arms inverted, flag resting on arms, holding the flag on opposite sides of the apex, palms up and thumbs/fingers together) with the 90-degree angle pointing toward Fold. Fold takes the flag with their left hand on top and the right hand underneath (palm up). Fold makes eye contact with the NPB to signal control of the flag.

6.13.3. Fold brings the flag a fist distance of their body, level with the second button of their ceremonial blouse. Fold and Cross Mark slowly turn towards each other (at the hip) and Fold extends the flag out towards Cross Mark. Cross Mark meets Fold half way taking the flag by the two 45-degree angles (horns). Cross Mark thumbs need to be along the side of his/her hands. Cross Mark makes eye contact with the Fold signaling they have control of the flag.

6.13.4. Cross Mark brings the flag within fist distance of their body, (level with the second button of their ceremonial blouse) simultaneously turning toward Hand-off. Cross Mark and Hand-off turn towards each other (at the hip) and Cross Mark extends the flag out. Hand-off secures the flag from Cross Mark by the 90-degree angle with their fingers together on top of the flag (thumbs underneath). Hand-off makes eye contact with Cross Mark signaling control of the flag.

6.13.5. Hand-off brings the flag to their chest and performs the “**Half Dress**” sequence.

6.13.6. Hand-off extends the flag down to waist level and out toward Carry (“flap” facing Carry). After the flag is extended out opens the “flap” (pulling the material down toward the ground) facing Carry with his/her right hand.

6.13.7. Carry raises their hands to meet Hand-off with the flag. Once the flap is open, Carry pulls out the end of the flag (white band w/rings). As Carry pulls out the band, Hand-off turns the open end (flap) to the right. This material will be draped over Hand-off's outstretched right arm, placing the folded corner edge in Hand-off's right hand.

6.13.8. Carry unfolds the flag toward Mark. Hand-off places their left hand (palm up) under the first portion of the flag unfolded by Carry. Hand-off's left hand will support the flag as it is being unfolded.

6.13.9. As Carry continues to unfold the flag Mark or Cross Mark (whomever's back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag. Once Mark takes the flag, Carry takes the folded corner edge from Hand-off with their left hand and supports the flag with their right hand underneath (palm up). Hand-off holds the flag with both hands, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top, between the folded edges.

6.13.10. Cross Mark supports the flag with both hands underneath (palms up). Mark continues the unfold process from Carry.

6.13.11. As Mark continues to unfold the flag NPB or Fold (whomever's back is toward the family) gives an eyewink signaling the other to simultaneously raise their hands to take the flag. Once NPB takes the flag, Mark takes the flag corner edge in their left hand (left hand placed on the edge of the blue field of stars) and supports the flag with their right hand underneath (palm up). Cross Mark holds the flag with both hands, fingers clasped in fists underneath the flag (palms facing each other), thumbs on top, between the folded edges.

6.13.12. Fold supports the flag with both hands underneath (palms up) until it is completely unfolded by NPB. Fold takes the end of the flag with their left hand, and the other hand is grasping the flag, and NPB takes the folded corner of the flag with their right hand, placing his/her left hand underneath the flag (palm up).

6.13.13. Fold has his left index finger underneath the corner "flap" of the flag.

6.13.14. NPB, Mark, and Carry pull out their support hands (that are underneath the flag) in sync with Mark.

6.13.15. NPB slightly tugs the flag once with their right hand and the Pallbearers perform the following simultaneously:

6.13.15.1. NPB "flares" the left hand and brings it across the flag to Fold's left hand (three-second pace) and grabs the flag. Fold releases folded-over corner of the flag in their left hand to NPB.

6.13.15.2. Mark "flares" the right hand and brings it across the flag to grab the flag at Cross Mark's right hand (three-second pace). Cross Mark releases the portion of flag in their right hand to Mark.

6.13.15.3. Carry “flares” the right hand and brings it across the flag to grab the flag at Hand-off’s right hand (three-second pace). Hand-off releases the folded-over corner of the flag in their right hand to Carry.

6.13.16. Mark or Cross Mark (whomever’s back is toward the family) will say “**Ready, STEP**” for the team. NPB, Fold, Carry and Handoff will take 1 side step towards their respective ends of the flag. Mark and Cross Mark will take 1 side step towards the head end of the flag. *Note: Simultaneously as the team side steps into position, all members raise their hands to shoulder level (no lower than the top button of the ceremonial blouse) and the middle portion of the flag is allowed to unravel and drop into the “canoe” shape over the urn.*

6.13.17. NPB’s right hand will be at that respective end of the flag. Their left hand will be approximately 1 foot away from their right hand. Fold, Hand-off and Carry will have their hands together, thumbs on top of the flag at their respective corners. Cross Mark will have his/her hands splitting the union with their thumbs, Mark will be directly across from Cross Mark in the same spot (hands will be together). Mark and Cross Mark set flag level throughout the folding sequence. *Note: The flag must not touch the urn at any time.*

6.13.18. Once “**Ready, Step**” is call the entire team will role the outside of the flag underneath 2 ½ stripes (i.e. role one red stripe underneath, then one white stripe, and then ½ of a red stripe).

6.13.19. After 2 ½ folds bring the flag back to the “table top” position (Reference Table Top Table 6.14.2).

6.14. Flag Folding Sequences.

6.14.1. 6-Person Flag Fold.

6.14.1.1. Once the flag draped casket has been set down on the mock-up, all pallbearers will grab their respective ends of the flag, and the team will rise to the standing position. The cadence to rise will be off of Mark and Cross Mark. At this point, either Mark or Cross Mark (whomever’s back is toward the family) will say “**READY, STEP**” for the team in a normal conversational tone. NPB, Fold, Carry and Hand-off will take 1 side step towards their respective ends of the flag. Mark and Cross Mark will take one side step towards the union/head end of the flag.

6.14.1.2. NPB’s right hand will be at that respective end of the flag. Their left hand will be approximately 1 foot away from their right hand. Fold, Hand-off and Carry will have their hands together, thumbs on top of the flag at their respective corners. All team members will extend their arms out; no lower than waist level so that the flag forms a “canoe” shape over the casket. *Note: Mark and Cross Mark set flag level throughout the folding sequence. The flag must not touch the casket at any time.*

6.14.1.3. Cross Mark's hands are together where the "Union" (blue field with stars) meets the stripes, thumbs splitting the union and the stripes. Mark's hands are directly across Cross Mark's hands.

6.14.1.4. Once "**READY, STEP**" is called the entire team will role the outside of the flag underneath 2 ½ stripes (i.e. role one red stripe underneath, then one white stripe, and then ½ of a red stripe).

6.14.1.5. NPB will tug on the flag to begin different portions of the folding sequence. All movements (with the exception of NPB's tugs) are synchronized and performed simultaneously by each member on the team. These movements have a "mirror-like" effect when performed properly.

6.14.1.6. At "table top" position, the desired (optimal) distance between the left and right hands when holding the flag should be slightly more than shoulder width (Approx. 26-28 inches). All thumbs should be visible on top of the flag at this position with the material pinched between the thumb and index finger. All fingers underneath the flag will be curled like a fist. ***Note:** Reference to individual positions of six-person flag folding sequence on Table Top Table 6.14.2*

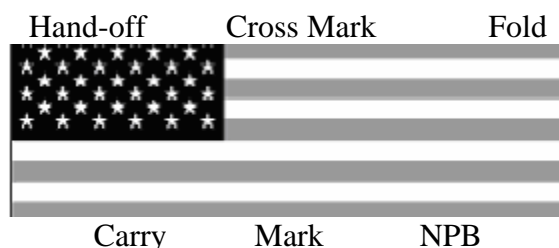


Figure 1

6.14.1.7. Once Military Honors (Firing Party Sequence and Taps) is complete, NPB will tug on the flag for a third time to begin the folding sequence (a fourth time for a cremate sequence).

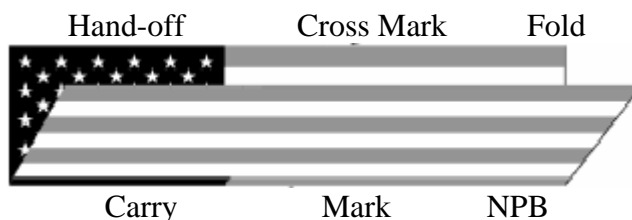


Figure 2

6.14.1.8. Fold, Cross Mark and Handoff set the thrown edge of the flag approximately 1 ½ to 2 inches from the under portions edge (half the red stripe and the horizontal portion of the top star) . Once the borders are set on the flag, Fold, Cross Mark and Hand-off will re-place their hands to their original positions. NPB, Mark and Carry pull out their support hands in sync with Mark. Mark will then guide the flag back to center between the two sides of the team. NPB tugs the flag again.

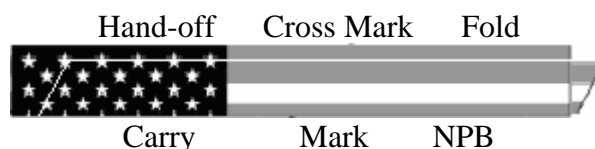


Figure 3

6.14.1.9. Once the borders are set on the flag, Mark will pull (guide) the flag back to center in unison with the NPB and Carry. The flag is now in the “quarter fold” position.

6.14.1.10. NPB then moves their left hand until their thumb is approximately 1 foot away from his/her right. Fold’s hands should be parallel. This is called “setting the box”.

6.14.1.11. NPB makes the first fold using their right hand to put the corner flush with the edge of the flag that is part of the border set by the two tugs, held in the Fold’s right hand, to create a triangular effect (NPB must show Fold his palm when folding the flag over) as shown in **Figure 4**. NPB creases the edge of the flag towards their position with their right hand (with their thumb on top of the flag “thumb towards”); once NPB has completed their crease, Fold will crease the flag to the right with their right hand (fingers on top of the flag “fingers away”).

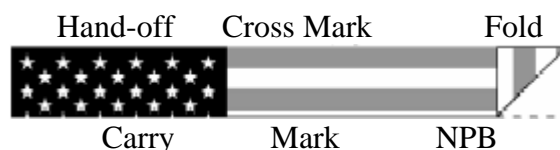


Figure 4

6.14.1.12. Fold makes one fold to the right, making the flag edge parallel as shown in **Figure 5**. Fold creases the flag toward their position with their left hand (thumb on top of the flag “thumb towards”), then creases the flag towards the right with their right hand (fingers on top “fingers away”).

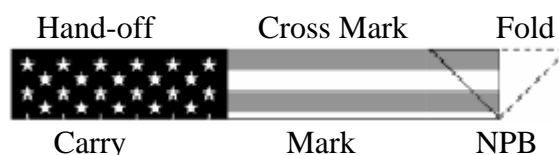


Figure 5

6.14.1.13. Using their left hand, Fold will place the corner flush with the edge of the flag held in the NPB's right hand, Fold will show NPB the palm of his/her hand, to create a triangular effect. Fold creases the flag towards their position with their left hand (thumb on top of the flag "thumb towards"); NPB creases the flag towards the left with their left hand (fingers on top "fingers away").



Figure 6

6.14.1.14. Approximately, every 2 to 3 folds, the team members not folding the flag (Mark, Cross Mark, Carry and Hand-off) should be feeding the flag toward NPB and Fold. The members that are across from each other feed together to achieve a "mirror-like" effect. Once a Pallbearer's hands leave the flag, they re-assume the position of Attention. Mark and Cross Mark will not let go of the flag until the flag is completely folded up. **Note: It is NPB and Fold's responsibility to pull the flag in front of them. The flag should be fold in front of NPB and Fold. Tension on the flag while folding is created from Carry/Hand-off and Mark/Cross Mark (upon release by Carry/Hand-off) maintain a firm grip on their respective corners of the flag.**

6.14.1.15. On the 8th fold (when the first fold enters the blue field), Mark and Cross Mark will simultaneously step toward the NPB and Fold. Mark or Cross Mark (whomever's back is to the family) will give an eyewink, to ensure they step at the same time. **Note: The tip of the flag should enter the blue union without exceeding the second star on the eighth fold. This is to prevent the flag from being folded too long, thus not allowing the excess flag to be tucked at the end. Ensure the tip does not land short of the blue, or there will be too much material to tuck in and the flag will look like a "pillow".**

6.14.1.16. Repeat steps 6.14.1.11. through 6.14.1.13. until the 13th fold is completed.

NOTE: On the 10th fold, Cross Mark will slightly pull out on the blue material (union). Fold rolls all red material on the flag tip using the blue material of the union that has been pulled.

6.14.1.17. At the last fold (13th fold), with tip approximately 3 inches from the edge of the white band, Mark and Cross Mark are ready to tuck the remaining excess flag into the open edge of the folded flag. NPB will hold the flag open by supporting the flag with their right hand underneath and opening the "flap" with the left hand. Fold secures the flag by holding the corner of the flag closest to him with their left hand and lifting up the "flap" with their right hand.

6.14.1.18. Mark begins the tucking sequence by folding a 45-degree angle with the band material on their side, ensuring that there is enough space to clear the lip of the flag (approximately 1 inch or two fingers length). Cross Mark pulls and pinches the left corner of flag with the left hand (index finger inside the opening) ensuring the material is taut and tucks the flag with the right, pushing all the material to the inside of the flag, making sure the metal ring is flat. **Note: Mark and Cross Mark ensure the tucked band lies flat inside of the opening.**

6.14.1.19. NPB and Fold will release the “flap” once the band is tucked inside. NPB places both hands palms up (fingers underneath the flag and thumbs above the flag) on the flag.

6.14.1.20. When the tucking of the flag is complete Fold, Cross Mark, and Mark will hold the flag at their respective corners with the thumbs together on top of the flag.

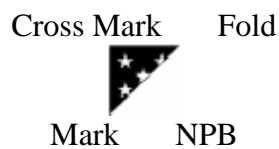


Figure 7

6.14.1.21. NPB pulls the flag closer, then flips his/her hand. Then NPB creases the flag by slowly sliding their hands apart along the edge of the flag (fingers together/on top and thumbs on bottom, actually crease the flag, this is a chance to make the flag flatter and sharper). NPB takes the flag with both hands by reaching (simultaneously) over to the top apex which is pointing towards the Cross Mark (thumbs on top).

6.14.1.22. NPB pulls the flag directly to their chest (the apex of the flag approximately 1 to 2 inches below the chin) then executes the “**Full Dress**” sequence. **Note: If Military Chaplain is present Hand-off will receive flag through pass down sequence, perform Full Dress, and present flag to Chaplain. Chaplain will then present flag to next of kin.**

6.14.1.23. **Pass Down Sequence.** NPB extends the flag out (arms inverted, flag resting on arms holding the flag on opposite sides of the apex, palms up and thumbs/fingers together) with the 90-degree angle pointing toward Fold. Fold takes the flag with their left hand on top and the right hand underneath (palm up). Fold makes eye contact with the NPB to signal control of the flag. **Note: Ensure that fingers are closed at all times during Pass Down sequence. All movements are down in a 3-second count.**

6.14.1.24. Fold brings the flag a fist distance off their body, level with the second button of their ceremonial blouse. Fold and Cross Mark slowly turn towards each other and Fold extends the flag out towards Cross Mark. Cross Mark meets Fold half way taking the flag by the two 45-degree angles (horns). Cross Mark thumbs need to be along the side of his/her hands. Cross Mark makes eye contact with the Fold signaling they have control of the flag. **Note: Each turn made throughout the “Pass Down” sequence is done so by the upper torso (feet remain in place).**

6.14.1.25. Cross Mark brings the flag within fist distance off their body, level with the second button of their ceremonial blouse, simultaneously turning toward Hand-off. Cross Mark and Hand-off turn towards each other and the Cross Mark extends the flag out. Hand-off secures the flag from Cross Mark by the 90-degree angle (apex) with their fingers together on top of the flag (thumbs underneath). Hand-off makes eye contact with Cross Mark signaling control of the flag.

6.14.1.26. Hand-off brings the flag to within a fist distance off their body with apex at the chin and performs either a **“Half Dress”** or **“Full Dress”** sequence.

6.14.1.26.1. A “Half Dress” sequence will be required if a “Re-Fold” is necessary. Ref . 6.5.3 for Re-Fold sequence.

6.14.1.26.2. Prior to “Full Dress” sequence being performed, the flag will be inspected for the appearance of any red or white material showing and ensure that the white band is tucked inside of flag

Note: Hand-off will perform “Half Dress” or “Full Dress” only if Pass Down sequence is performed. NPB/Hand-off will perform “Full Dress” sequence and hand flag to OIC/NCOIC. OIC/NCOIC will commence with message of condolence immediately thereafter.

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation’s flag for the faithful and honorable service of your loved one.

Table 6.14.2. Flag Folding Sequence (From “Table Top” Position)	
FOLD	NCOIC, PALLBEAERS
<p>FIRST TUG (Hand Slide)</p> <p>Begin with hands together holding the flag (thumbs on top) and arms extended. Slide right hand away from the left, approximately 26 - 28 inches apart (3-second movement).</p> <p>SECOND TUG (Step)</p> <p>Simultaneously, step back slightly center on hands (careful not to step off of mock-up), bring head up and pull flag back tight within fist distance from torso. Use thumb signals throughout the duration of the “table top” to maintain an even level on the flag.</p> <p><i>NOTE: For best results, use the left hand to pull flag back and to the left maintaining lateral tension on the flag. Use the right hand to gently pull back/away from NPB to maintain tension across the flag</i></p>	<p>FIRST TUG (Hand Slide)</p> <p>Begin with right hand holding the corner of the flag and the left hand approximately 6 inches apart. When Fold’s right hand is directly across from NPB’s left hand, slide left hand away from the right, approximately 26 - 28 inches apart (3-second movement).</p> <p>SECOND TUG (Step)</p> <p>Simultaneously, step back slightly center on hands (careful not to step off of mock-up), bring head up and pull flag back tight within fist distance from torso. Use thumb signals throughout the duration of the “table top” to maintain an even level on the flag.</p> <p><i>NOTE: For best results, use the right hand to pull flag back and to the right maintaining lateral tension on the flag. Use the left hand to gently pull back/away from Fold to maintain tension across the flag</i></p>
*CROSS MARK	*MARK
<p>FIRST TUG (Hand Slide)</p> <p>Begin with hands together holding the flag (thumbs on top) and arms extended. Slide right hand away from the left, approximately 26 - 28 inches apart (3-second movement).</p> <p>SECOND TUG (Step)</p> <p>Simultaneously, step back slightly center on hands (careful not to step off mock-up), bring head up and pull flag back tight within fist distance from torso. Use thumb signals throughout the duration of the “table top” to maintain an even level on the flag.</p> <p><i>NOTE: For best results, allow Fold and Hand-off to maintain lateral tension on the flag and gently pull back/away from Mark to maintain a taut appearance across the flag.</i></p>	<p>FIRST TUG (Hand Slide)</p> <p>Begin with hands together holding the flag (thumbs on top) and arms extended. Slide left hand away from the right, approximately 26 - 28 inches apart (3-second movement).</p> <p>SECOND TUG (Step)</p> <p>Simultaneously, step back slightly center on hands (careful not to step off mock-up), bring head up and pull flag back tight within fist distance from torso. Use thumb signals throughout the duration of the “table top” to maintain an even level on the flag.</p> <p><i>NOTE: For best results, allow NPB and Carry to maintain lateral tension on the flag and gently pull back/away from Cross Mark to maintain a taut appearance across the flag.</i></p>
HAND-OFF	CARRY
<p>FIRST TUG (Hand Slide)</p> <p>Begin with hands together holding the flag (thumbs on top) and arms extended. Slide left hand away from the right, approximately 26 - 28 inches apart (3-second movement).</p> <p>SECOND TUG (Step)</p> <p>Simultaneously, step back slightly center on hands (careful not to step off mock-up), bring head up and pull flag back tight within fist distance from torso. Use thumb signals throughout the duration of the “table top” to maintain an even level on the flag.</p> <p><i>NOTE: For best results, use the right hand to pull flag back and to the right maintaining lateral tension on the flag. Use the left hand to gently pull back/away from Carry to maintain tension across the flag</i></p>	<p>FIRST TUG (Hand Slide)</p> <p>Begin with hands together holding the flag (thumbs on top) and arms extended. Slide right hand away from the left, approximately 26 - 28 inches apart (3-second movement).</p> <p>SECOND TUG (Step)</p> <p>Simultaneously, step back slightly center on hands (careful not to step off mock-up), bring head up and pull flag back tight within fist distance from torso. Use thumb signals throughout the duration of the “table top” to maintain an even level on the flag.</p> <p><i>NOTE: For best results, use the left hand to pull flag back and to the left maintaining lateral tension on the flag. Use the right hand to gently pull back/away from Hand-off to maintain tension across the flag</i></p>

Table 6.14.2. Flag Folding Sequence (“Throw-Overs”)	
FOLD	NCOIC, PALLBEAERS
<p>THIRD TUG (1/2 FOLD)</p> <p>1st COUNT: Snap right hand to left hand to create a crisp, slapping sound.</p> <p>2nd COUNT: Move right hand under the flag for support.</p> <p>3rd COUNT: Stand fast.</p> <p>4th COUNT: Uses support hand to take hold of the material thrown over to them and pull it toward. Set the thrown edge of the flag approximately 1 ½ to 2 inches from the under portions edge. Once the borders are set on the flag, re-place hand to original position. NPB’s side will then pull flag back to center over casket.</p> <p>FOURTH TUG (1/4 FOLD)</p> <p>Repeat all counts of the THIRD TUG.</p>	<p>THIRD TUG (1/2 FOLD)</p> <p>1st COUNT: Snap left hand to right hand to create a crisp, slapping sound.</p> <p>2nd COUNT: Move right hand to the middle of the flag, grasping it using their thumb, index and middle fingers. The thumb will be under the edge of the flag with the two fingers on top forming a pinch on the material.</p> <p>3rd COUNT: Throw the corner flag with left hand over to Fold’s left hand.</p> <p>4th COUNT: Place left hand under the flag for support so it does not sag down. Roll material in left hand toward the open side of the flag as Fold pulls it. Once Fold’s side of team re-replaces their hands on flag, pull out support hand in sync with Mark (3-second movement). Pull (guide) the flag with Mark center over the casket.</p> <p>FOURTH TUG (1/4 FOLD)</p> <p>Repeat all counts of the THIRD TUG, <u>DO NOT</u> place support hand under flag, instead, grasp material with the left hand in the same manner as the right and roll toward Fold. Mark will then pull (guide) the flag center over the casket.</p>
*CROSS MARK	*<u>MARK</u>
<p>THIRD TUG (1/2 FOLD)</p> <p>1st COUNT: Snap left hand to right hand to create a crisp, slapping sound.</p> <p>2nd COUNT: Move left hand under the flag for support.</p> <p>3rd COUNT: Stand fast.</p> <p>4th COUNT: Uses support hand to take hold of the material thrown over to them and pull it toward. Set the thrown edge of the flag approximately 1 ½ to 2 inches from the under portions edge. Once the borders are set on the flag, re-place hand to original position. NPB’s side will then pull flag back to center over casket.</p> <p>FOURTH TUG (1/4 FOLD)</p> <p>Repeat all counts of the THIRD TUG</p>	<p>THIRD TUG (1/2 FOLD)</p> <p>1st COUNT: Snap right hand to left hand to create a crisp, slapping sound.</p> <p>2nd COUNT: Left hand goes underneath the flag and pinches the center of the flag.</p> <p>3rd COUNT: Throw the flag with right hand over to Cross Mark’s left hand.</p> <p>4th COUNT: Place right hand under the flag for support so it does not sag down. Roll material in left hand toward the open side of the flag as Cross Mark pulls it. Once Fold’s side of team re-replaces their hands on flag, pull out support hand (3-second). Then, pull (guide) the flag center over the casket.</p> <p>FOURTH TUG (1/4 FOLD)</p> <p>Repeat all counts of the THIRD TUG, <u>DO NOT</u> place support hand under flag, instead, grasp material with the left hand in the same manner as the right and roll toward Cross Mark. Then pull (guide) the flag center over the casket.</p>
HAND-OFF	<u>CARRY</u>
<p>THIRD TUG (1/2 FOLD)</p> <p>1st COUNT: Snap left hand to right hand to create a crisp, slapping sound.</p> <p>2nd COUNT: Move left hand under the flag for support.</p> <p>3rd COUNT: Stand fast.</p> <p>4th COUNT: Uses support hand to take hold of the material thrown over to them and pull it toward. Set the thrown edge of the flag approximately 1 ½ to 2 inches from the under portions edge. Once the borders are set on the flag, re-place hand to original position. NPB’s side will then pull flag back to center over casket.</p> <p>FOURTH TUG (1/4 FOLD)</p> <p>Repeat all counts of the THIRD TUG</p>	<p>THIRD TUG (1/2 FOLD)</p> <p>1st COUNT: Snap right hand to left hand to create a crisp, slapping sound.</p> <p>2nd COUNT: Move left hand to the middle of the flag band, grasping it using thumb, index and middle fingers. The thumb will be under the edge of the flag with the two fingers on top forming a pinch on the material.</p> <p>3rd COUNT: Throw the corner flag with right hand over to Hand-off’s right hand.</p> <p>4th COUNT: Place right hand under the flag for support so it does not sag down. Roll material in left hand toward the open side of the flag as Hand-off pulls it. Once Fold’s side of team re-replaces their hands on flag, pull out support hand in sync with Mark (3-second). Pull (guide) the flag with Mark center over the casket.</p> <p>FOURTH TUG (1/4 FOLD)</p> <p>Repeat all counts of the THIRD TUG, <u>DO NOT</u> place support hand under flag, instead, grasp material with the right hand in the same manner as the left and roll toward Hand-off. Mark will then pull (guide) the flag center over the casket.</p>

6.15. Vault Lid Sequence.

6.15.1. The OIC/NCOIC and Pallbearers execute the exact same procedures as a Full/Standard Honors Sequence for the arrival of the Chaplain (if applies), the hearse, behind the hearse sequence, and the carrying of the casket until the team approaches gravesite area.

6.15.2. Ensure the flag is “flared up” on foot end. *Note: This can be done at the hearse or at gravesite; NPB gives a subdued command of “READY, FLARE”. NPB and Fold then take the outside hand to grab the corner of the flag. Both members simultaneously bring the corners of the flag on the casket. This prevents the flag from being caught underneath the casket.*

6.15.3. After the commands “**HALT**” and “**CENTER**” (3-second head drop) are called at the mock-up, NPB gives command “**POST**”. Hand-off takes two side steps to the head of the casket so that Hand-off is now facing down the center of the casket.

6.15.4. NPB gives the subdued command of “**Ready, Flare**” for Fold to flare the corner of the flag on top of the casket. *Note: This command is given immediately after the “POST” command. If NPB’s side is blocked then NPB will flare his end of the flag on the casket.*

6.15.5. Hand-off gives the command of “**STEP**”. Upon the command, all members take one side step toward the gravesite with Hand-off bringing head up sharply (head and eyes straight forward). NPB or Fold (whomever is on the opposite end of the lid) continues to step to guide it on the gravesite. Hand-off continues to step until NPB give the command of “**HALT**” when the casket is secured on the gravesite. *Note: Side steps will be single count. Example: One step, dead step. One step, dead step.*

6.15.6. After the casket is secured on to the gravesite, Hand-off secures the Union side of the flag, while NPB or Fold (whoever stepped to guide the casket) secures the stripes side of flag. *Note: Ensure that “Ready, Flare” command is given (6.15.4) to help NPB/Fold secure flag.*

6.15.7. NPB/Fold gives command of “**STEP**”. Hand-off and NPB/Fold step back towards the other members, with Hand-off taking single steps back and NPB/Fold taking single side steps toward the team. As the flag approaches, all members secure the flag at their corresponding positions. When Hand-off reaches position across from Carry take side steps into Hand-off position and complete 3-second head drop.

6.15.8. NPB gives command of “**READY, STEP**”. All members will execute corresponding “**1-3-5 or 2-4-6**” side steps. NPB and Fold will take 1 or 2 side steps away from mockup, Mark and Cross-Mark will take 3 or 4 side steps, and Carry and Hand-off will take 5 or 6 side steps away from mock-up. *Note: “1-3-5” or “2-4-6” will be determined during gravesite check before start of funeral. This procedure is done to ensure team has sufficient clearance of the mock-up or canopy.*

6.15.9. Hand-off will click heels at completion of 5th or 6th step. Upon the completion of the side steps, members will complete 2 ½ folds and maintain flag in canoe.

6.15.10. The normal six-person flag fold sequence is then executed.

6.15.11. NCOIC will stand at head of casket due to vault lid blocking the entire team from folding flag over the casket.

Chapter 7

Air Force Bugler

7.1. General Information.

7.1.1. In accordance with Public Law (P.L.) 106-65, *National Defense Authorization for Fiscal Year 2000*, Section 578, and Title 10, United States Code, all Veterans will receive a minimum funeral ceremony that includes the folding of the United States Flag, presentation of the flag to the veteran's family, and the playing of "Taps."

7.1.2. Bugler Location:

7.1.2.1. Bugler is positioned at a minimum 50 paces diagonally from gravesite. If possible, the entire family should be able to see the Bugler. If Firing Party is also performing, the Bugler is positioned in the opposite line of sight, usually diagonal to the foot end of the casket.

7.2. Equipment.

7.2.1. Bugler must wear the ceremonial belt with white silicone gloves, leather gloves or gloves with the grip material.

7.3. General Rules for Bugler.

7.3.1. Test Ceremonial Bugle prior to departing Honor Guard facility and on location to ensure it is functioning properly and to orientate yourself with the operating procedures.

Note: *Ensure one set of batteries is available.*

7.3.2. While practicing or "warming up" at the ceremony location, ensure the music cannot be heard from other ceremonies in the area.

7.3.3. During memorial services, the Bugler may be placed indoors or outdoors. If indoors, the acoustics of the area should be such that the sound is not overbearing.

7.3.4. During the movement of the casket, the Bugler **Presents Arms** with the OIC/NCOIC of the ceremony.

7.3.5. As the casket is placed on the lowering device, the Bugler **Orders Arms** with the OIC/NCOIC of the ceremony.

7.4. Positions.

7.4.1. Position of Attention.

7.4.1.1. To come to Attention, bring the feet together smartly and on line. Keep the legs straight without locking the knees. The body is erect with hips level, chest lifted, and shoulders square and even. Right arm hangs straight down along side the body and the wrist is not bent. Place the right thumb, which is resting along the first joint of the forefinger, along the seam of the trousers. Hand is cupped (but not clenched as a fist) with palm facing the leg. The left arm is at a 90-degree angle, forearm parallel to the ground, cradling the bugle in a “carry” position, which is also parallel to the ground. Head is erect, neck is vertical with the body, and eyes are facing forward with the line of sight parallel to the ground. The weight of the body rests equally on the heels and balls of both feet, and silence and immobility are requirements.

7.4.2 Parade Rest.

7.4.2.1. Parade Rest is performed from the position of Attention. This is a one-count movement, the bugler raises the left foot slightly, just enough to feel the knee bend and places the left foot down on the ground approximately six to eight inches apart. The right foot does not move. Simultaneously, extend right arm behind the lower back, flare right hand across the small of the back. Right hand should be flared with fingers fully extended. Right forearm should be parallel with the ground. Left arm at 90-degree angle, forearm parallel to the ground, cradling the bugle in a “carry” position, which is also parallel to the ground.

7.4.2.2. To return to the position of Attention, this is executed in a one-count movement. Bring the left foot smartly to the right foot; simultaneously return the right arm back to the position of Attention.

7.4.3. Present Arms/Order Arms.

7.4.3.1. From the position of Attention, raise the right hand up the centerline of the body, uncupping the hand and extending the fingers and thumb at approximately waist level. Continue to raise the right hand until the upper arm is parallel with the ground and slightly forward of the body (or to the extent of the belt, so that the blouse does not ride up). The line between the middle finger and elbow should be straight (do not bend your wrist or cup your hand) and the palm is slightly tilted toward the face. Touch the middle finger to the right front corner of the brim of the hat, the outer right point of the eyebrow, or the right outer point on the eyeglasses, depending on what is worn. Thumb and fingers are extended and joined. (Do not tuck thumb).

7.4.3.2. To return to the position of Attention, simply retrace your steps backward from Present Arms re-cupping your hand at approximately waist level. During Present Arms, silence and immobility are required.

7.4.4. Playing of Taps/Taps Complete.

7.4.4.1. Taps will be played from the position of Attention.

7.4.4.2. The Bugler's cue to being the playing of Taps occurs when the NFP gives the final command in the firing sequence, **Present Arms**. On the "S" of **Present**, the Bugler will reach inside the "bell" with the right hand and press the "Play" button. When the button is pressed, the Bugler has a five second delay before Taps sounds. During that time the Bugler will take the ceremonial bugle with the right hand and bring the instrument near his/her lips. Pin the left hand during the duration of Taps. The ceremonial bugle must remain parallel to the ground at all times. **Note: Ensure the "On" switch is activated prior to ceremony start time.**

7.4.4.3. Once Taps is complete; the Bugler will bring the ceremonial bugle back to the position of Attention and render a salute. **Note: DO NOT turn the selector switch to the "Off" position until the Bugler returns to the transportation site.**

7.5. Bugler Full Honor/Active Duty Sequence.

1.	<i>MARCH-ON</i> Parade, Rest	Bugler should pre-post approximately 50 paces diagonal from gravesite at the position of Parade Rest. Upon arrival at pre-determined position, the Bugler should ensure the ceremonial bugle is turned on and volume is adjusted properly. The Bugler will take his/her cues off the OIC/NCOIC.
2.	<i>PROCESSION ARRIVAL</i> Bearers, ATTENTION (refer to Chapter 9 for Pallbearers portion if needed).	As the hearse approaches gravesite, the Pallbearer team and OIC/NCOIC will go to Attention. The Bugler will not go to the position Attention during that time due to the distance between the hearse and Bugler. If the hearse passes near the individual, then Bugler will go to Attention and Present Arms.
3.	<i>GATHERING OF FRIENDS AND FAMILY</i> Stand At, EASE	Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. Bugler will continue to be in the position of Parade Rest.
4.	<i>"SECURE"</i>	When the family is in place (and the cue has been given by the funeral director), the OIC/NCOIC goes to

	1. SECURE (refer to Chapter 9 for Pallbearers portion if needed).	Attention and gives the command of “Secure” to the Pallbearer team. This is the cue for the Bugler to go to Attention.
5.	<i>REMOVAL OF REMAINS FROM HEARSE</i> Renders a salute	The Pallbearer team approaches the rear of the hearse and begins to remove the casket from the hearse. As soon as the casket is in motion the OIC/NCOIC will Present Arms. This is Bugler’s cue to Present Arms.
6.	<i>CARRYING OF REMAINS TO GRAVESITE</i> Order, ARMS	The Pallbearer team carries the casket to the gravesite. The OIC/NCOIC lowers his/her salute and follows the remains to gravesite. The Bugler will continue to Present Arms while the casket is in motion. OIC/NCOIC will take position at the foot of the gravesite and render a salute until the Pallbearer team sets the casket down on the mock-up. Once the Pallbearer team sets the casket down, the OIC/NCOIC will Order Arms. This is the Bugler’s cue to Order Arms.
7.	<i>TABLETOP</i> Parade, Rest	Shortly after the Pallbearer team sets the casket on the mock-up, they will proceed to tabletop position with the interment flag. The OIC/NCOIC goes to the position of Stand At Ease. This is the Bugler’s cue to go to Parade Rest. The chaplain performs the committal service.

8.	<p><i>MILITARY HONORS</i></p> <p>1. Firing Party Sequence (refer to Chapter 9 for Firing Party portion if needed).</p> <p>2. Taps</p>	<p>Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to “<i>Please rise for the rendering of military honors</i>”. The OIC/NCOIC immediately assumes the position of Attention and then salutes. The Bugler will snap to Attention, but will not salute during the Firing Party sequence. Upon completion of the Firing Party sequence, the Bugler sounds Taps.</p>
9.	<p><i>COMPLETION OF MILITARY HONORS</i></p> <p>Order, Arms</p>	<p>Once Taps is complete, the Bugler will return the ceremonial bugler to proper position of Attention and then render a salute. Hold the salute for a few seconds then return to the position of Attention.</p>
10.	<p><i>FLAG-FOLD</i></p> <p>(REMAIN AT ATTENTION)</p> <p>1.</p>	<p>The Bugler will remain at the position of Attention for the duration of the flag-fold.</p>
11.	<p><i>PRESENTATION OF THE FLAG</i></p>	<p>When the flag-fold is complete, the OIC/NCOIC offers the flag to the next of kin. The OIC/NCOIC returns to the foot of the casket and dismisses the Pallbearers. As the Pallbearers exit the gravesite, the OIC/NCOIC follows them. This is the Bugler’s cue to proceed back to transportation.</p>
12.	<p><i>POST CEREMONY BRIEFING</i></p>	<p>Bugler should brief any discrepancies noticed during the ceremony.</p>

7.6. Bugler Standard Honor/Retiree Sequence.

1.	<i>MARCH-ON</i> Parade, Rest	Bugler should pre-post approximately 50 paces diagonal from gravesite at the position of Parade Rest. Upon arrival at pre-determined position, the Bugler should ensure the ceremonial bugle is turned on and volume is adjusted properly. The Bugler will take his/her cues off the OIC/NCOIC.
2.	<i>PROCESSION ARRIVAL</i> Bearers, ATTENTION	As the hearse approaches gravesite, the Pallbearer team and OIC/NCOIC will go to Attention. The Bugler will not go to the position Attention during that time due to the distance between the hearse and Bugler. If the hearse passes near the individual, then Bugler will go to Attention and Present Arms.
3.	<i>GATHERING OF FRIENDS AND FAMILY</i> Parade, Rest	Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. Bugler will continue to be in the position of Parade Rest.
4.	<i>"SECURE"</i> 1. SECURE	When the family is in place (and the cue has been given by the funeral director), the OIC/NCOIC goes to Attention and gives the command of "Secure" to the Pallbearer team. This is the cue for the Bugler to go to Attention.
5.	<i>REMOVAL OF REMAINS FROM HEARSE</i> Renders a salute	The Pallbearer team approaches the rear of the hearse and begins to remove the casket from the hearse. As soon as the casket is in motion the OIC/NCOIC will Present Arms. This is Bugler's cue to Present Arms.
6.	<i>CARRYING OF REMAINS TO GRAVESITE</i> Order, ARMS	The Pallbearer team carries the casket to the gravesite. The OIC/NCOIC lowers his/her salute and follows the remains to gravesite. The Bugler will continue to Present Arms while the

		casket is in motion. OIC/NCOIC will take position at the foot of the gravesite and render a salute until the Pallbearer team sets the casket down on the mock-up. Once the Pallbearer team sets the casket down, the OIC/NCOIC will Order Arms. This is the Bugler's cue to Order Arms.
7.	<i>TABLETOP</i> (REMAIN AT ATTENTION)	Shortly after the Pallbearer team sets the casket on the mock-up, they will proceed to the tabletop position with the interment flag. Once the family is seated, the Pallbearers will begin to fold the flag. The NPB will then hand the flag off to the OIC/NCOIC. The OIC/NCOIC dismisses the Pallbearers who then depart the gravesite area. The OIC/NCOIC goes to the position of Stand At Ease. This is the Bugler's cue to go to the position of Parade Rest.
8.	<i>COMMITTAL SERVICE</i> Parade, Rest	The chaplain performs the committal service.
9.	<i>MILITARY HONORS</i> 1. Firing Party Sequence (refer to Chapter 9 for Firing Party portion if needed). 2. Taps	Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to "Please rise for the rendering of military honors". The OIC/NCOIC immediately assumes the position of Attention with the flag secured in hand. The Bugler will snap to Attention, but will not salute during the Firing Party sequence. Upon completion of the Firing Party sequence, the Bugler sounds Taps.
10.	<i>COMPLETION OF MILITARY HONORS</i> Order, Arms (REMAIN AT ATTENTION)	Once Taps is complete, the Bugler will return the ceremonial bugler to proper position of Attention and then render a salute. Hold the salute for a few seconds then return to the position of Attention. The OIC/NCOIC will offer the flag to the next of kin.

11.	<i>PRESENTATION OF THE FLAG</i>	When the flag has been presented the OIC/NCOIC will then depart gravesite area to proceed to the transportation. This is the Bugler's cue to proceed back to transportation.
12.	<i>POST CEREMONY BRIEFING</i>	Bugler should brief any discrepancies noticed during the ceremony.

7.7. Three-Person Veteran Sequence.

1.	<i>MARCH-ON</i> Parade, Rest	Bugler should pre-post approximately 50 paces diagonal from gravesite at the position of Parade Rest. Upon arrival at pre-determined position, the Bugler should ensure the ceremonial bugle is turned on and volume is adjusted properly. The Bugler will take his/her cues off the OIC/NCOIC.
2.	<i>PROCESSION ARRIVAL</i> Staff, Attention (refer to Chapter 9 for Three Person Sequence if needed).	As the hearse approaches gravesite, OIC/NCOIC and Fold will go to Attention. The Bugler will not go to the position Attention during that time due to the distance between the hearse and Bugler. If the hearse passes near the individual, then Bugler will go to Attention and Present Arms.
3.	<i>GATHERING OF FRIENDS AND FAMILY</i> Parade, Rest	Depending on the size of the gathering, the OIC/NCOIC and Fold will either stay at Attention or go to Stand At Ease. Bugler will continue to be in the position of Parade Rest.
4.	<u>REMOVAL OF REMAINS FROM HEARSE</u> 1. Staff, Attention 2. Renders a salute	When the family is in place behind the hearse the OIC/NCOIC and Fold go to Attention. This is the cue for the Bugler to go to Attention. Once the casket is in motion, OIC/NCOIC, Fold, and Bugler will Present Arms.
5.	<i>CARRYING OF REMAINS TO GRAVESITE</i>	As the family member carries the casket to the gravesite OIC/NCOIC

	Order, Arms	and Fold lowers his/her salute and follows the remains to gravesite. The Bugler will continue to Present Arms while the casket is in motion. Once the family sets the casket down, this is the Bugler's cue to Order Arms. OIC/NCOIC and Fold will take their designated positions at the casket and automatically go to the position of Stand At Ease. This is the Bugler's cue to go to the position of Parade Rest
6.	<i>COMMITTAL SERVICE</i> Parade, Rest	Once the family is seated, the chaplain performs the committal service.
8.	<u>MILITARY HONORS</u> 1. Attention 2. Taps 3. Flag Fold	Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to "Please rise for the playing of Taps". OIC/NCOIC and Fold assume the position of Attention and Presents Arms. The Bugler will snap to Attention and begin to sound Taps.
9.	<i>COMPLETION OF MILITARY HONORS</i> Order, Arms (REMAIN AT ATTENTION)	Once Taps is complete, the Bugler will return the ceremonial bugler to proper position of Attention and then render a salute. Hold the salute for a few seconds then return to the position of Attention. OIC/NCOIC and Fold begin the flag folding sequence.
10.	<i>PRESENTATION OF THE FLAG</i>	When the flag has been presented, the OIC/NCOIC will then depart gravesite area to proceed with Fold to the transportation. This is the Bugler's cue to proceed back to transportation.
11.	<i>POST CEREMONY BRIEFING</i>	Bugler should brief any discrepancies noticed during the ceremony.

7.8. Two-Person Veteran Sequence.

1.	<i>MARCH-ON</i> Stand At, Ease	The ceremonial bugle should be pre-posted approximately 50 paces diagonal from gravesite. Upon arrival at pre-determined position, the Bugler should ensure the ceremonial bugle is turned on and volume is adjusted properly. In a Two-person sequence, the individual that is “Fold” is also responsible for sounding Taps.
2.	<i>PROCESSION ARRIVAL</i> Staff, Attention (refer to Chapter 9 for a Two Person Sequence if needed).	As the hearse approaches, OIC/NCOIC and Fold will go to the position of Attention and salutes as the hearse passes.
3.	<i>GATHERING OF FRIENDS AND FAMILY</i> Stand At, Ease	Depending on the size of the gathering, the OIC/NCOIC and Fold will either stay at Attention or go to Stand At Ease.
4.	<u>REMOVAL OF REMAINS FROM HEARSE</u> 1. Staff, Attention	When the family is in place behind the hearse the OIC/NCOIC and Fold go to Attention. Once the casket is in motion, OIC/NCOIC and Fold will Present Arms.
5.	<i>CARRYING OF REMAINS TO GRAVESITE</i> Order, Arms	As the family member carries the casket to the gravesite OIC/NCOIC and Fold lowers his/her salute and follows the remains to gravesite. Once the family sets the casket down on the mock-up, OIC/NCOIC and Fold will take their designated positions at the casket and automatically go to the position of Stand At Ease.
6.	<i>COMMITTAL SERVICE</i> Stand At, Ease	Once the family is seated, the chaplain performs the committal service.
8.	<u>MILITARY HONORS</u> 1. Attention	Once the committal service is complete, OIC/NCOIC and Fold automatically assume the position of Attention and begin the Flag folding sequence. Once

	2. Flag Fold 3. Taps	the flag is folded and is handed off to the OIC/NCOIC, the funeral director or the OIC/NCOIC asks the family to <i>“Please rise for the playing of Taps”</i> . Fold will depart gravesite and sound Taps.
9.	<i>COMPLETION OF MILITARY HONORS</i> Order, Arms (REMAIN AT ATTENTION)	Once Taps is complete, the Fold/Bugler will return the ceremonial bugler to proper position of Attention and then render a salute. Hold the salute for a few seconds then return to the position of Attention.
10.	<i>PRESENTATION OF THE FLAG</i>	When the flag has been presented, the OIC/NCOIC will depart gravesite area. This is Fold/Bugler’s cue to proceed back to transportation.
11.	<i>POST CEREMONY BRIEFING</i>	Fold/Bugler should brief any discrepancies noticed during the ceremony.

Chapter 8

OIC/NCOIC RESPONSIBILITIES ON FHF/SHF

8.1. General Information.

8.1.1. All FHF/SHF have a requirement for the position of an OIC/NCOIC.

8.1.2. OIC/NCOIC has overall responsibility of the entire ceremony and knowledge on all elements and sequences.

8.2. General Rules for OIC/NCOIC Duties.

8.2.1. During the movement of the casket, the OIC/NCOIC **Presents Arms**.

8.2.2. Once the casket is placed on the mock-up or bier, the OIC/NCOIC **Orders Arms**.

8.2.3. Ensure the casket is in the hearse properly, flag is draped properly, etc. If anything needs to be fixed, ask the driver of the hearse or the funeral director to make adjustments as needed.

Note: Prior to OIC/NCOIC giving the command, “Secure” it is his/her responsibility to ensure the “stopper” has been removed from the head of the casket.

8.2.4. Presents the folded flag to the next of kin and delivers the message of condolence.

8.2.5. Sample message of condolence is as follows: *“On behalf of the President of the United States, the Department of the Air Force, and a Grateful Nation we offer our nation’s flag for the faithful and honorable service of your loved one”*.

8.3. OIC/NCOIC Full Honor/Active Duty Sequence.

1.	<i>MARCH-ON</i> Stand At, EASE	OIC/NCOIC should pre-post approximately, where the hearse must stop (adjacent to the Pallbearers), back facing the gravesite. OIC/NCOIC will be at the position of Stand At Ease.
2.	<i>PROCESSION ARRIVAL</i> Bearers, ATTENTION	As the hearse approaches the gravesite, the Pallbearer team will go to Attention. OIC/NCOIC will take the command of NPB, snap to the position of Attention and render a hand salute as the hearse passes. When the salute is dropped, this is the driver’s cue to stop the hearse. Pallbearers will step and

		flank out to position themselves behind the hearse.
3.	<i>GATHERING OF FRIENDS AND FAMILY</i> Stand At, EASE	Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. If he/she goes to Stand At Ease, the Pallbearers should proceed to Stand At Ease. OIC/NCOIC must communicate to the funeral director/chaplain in determining who are the next of kin and the sequence of events for the ceremony. This is to ensure the ceremony runs smoothly without confusion.
4.	<i>"SECURE"</i> 1. SECURE (Normal Command)	When the family is in place (and the cue has been given by the funeral director), the OIC/NCOIC goes to Attention and gives the command of "Secure" to the Pallbearer team. This is the cue for the Pallbearers to march up to the hearse to retrieve the casket.
5.	<i>REMOVAL OF REMAINS FROM HEARSE</i> Renders a salute	The Pallbearer team approaches the rear of the hearse and begins to remove the casket from the hearse. Once Handoff takes that first step back with the casket in hand, the OIC/NCOIC will render a salute.

6.	<p><i>CARRYING OF REMAINS TO GRAVESITE</i></p> <p>1. UP</p> <p>2. FACE</p> <p>3. STEP</p>	<p>After the Pallbearers execute the proper turning steps, the three commands given by NPB will be “Up, Face and Step”. OIC/NCOIC will take these commands. Upon the command of “Up” the OIC/NCOIC will drop his/her salute then on the next command given, “Face” the OIC/NCOIC will face towards the Pallbearer team and immediately render a salute. Once the casket passes, OIC/NCOIC will lower his/her salute and follow behind the casket approximately four to six paces behind the team. Ensure to stay in step and suspend arm swing.</p>
7.	<p><i>AT GRAVESITE</i></p> <p>1. HALT</p> <p>2. CENTER</p> <p>3. STEP</p> <p>4. HALT</p> <p>5. DOWN</p>	<p>As the bearers approach the gravesite, OIC/NCOIC breaks off from the team and takes the position at the foot end of the grave. The OIC/NCOIC will render a salute while the casket is placed on the bier or mock-up. Once the casket is down on the bier or mock-up, the salute is lowered.</p>
8.	<p><i>COMMITTAL SERVICE</i></p> <p>(Two “Tugs” to Table Top)</p>	<p>The Pallbearers will perform the two “tugs” to go to “tabletop”. This is the OIC/NCOIC’s cue to go to the position of Stand At Ease. The chaplain performs the committal service.</p>

9.	<p><i>MILITARY HONORS</i></p> <p>(Two “Tugs” to Quarter Fold)</p> <p>1. Flag Folding Sequence</p> <p>2. Full Dress Sequence</p> <p>3. Presentation of Folded Flag to OIC/NCOIC followed by a Salute from NPB</p>	<p>Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to “<i>Please rise for the rendering of military honors</i>”. The OIC/NCOIC immediately assumes the position of Attention and then salutes. This is signaling to the Color team, Firing Party and the Bugler to begin the military funeral honors sequence. Upon the completion of Taps, the OIC/NCOIC drops his/her salute. This signals the Pallbearers to commence with the flag folding procedures. NPB executes a Full Dress Sequence of the flag and presents it to the OIC/NCOIC. The OIC/NCOIC will take one side step to his/her left at the same time NPB executes a right face to retrieve the flag. The OIC/NCOIC receives the flag, left hand on top and the right hand on the bottom of the flag.</p>
10.	<p><i>COMPLETION OF MILITARY HONORS</i></p>	<p>Once NPB lowers his/her salute, the OIC/NCOIC performs a three-second facing movement in the appropriate direction of the NOK. The Pallbearers, Colors, Firing Party, and Bugler will all remain at the position of Attention. The OIC/NCOIC then offers the flag to the NOK.</p>
11.	<p><i>PRESENTATION OF THE FLAG</i></p> <p>1. Bearers, POST (Subdued Commands)</p> <p>2. Bearers, Fallout, MARCH (Salute if an OIC is behind the team)</p> <p>2.</p>	<p>The OIC/NCOIC walks over to the NOK, rotates the flag so that the point of the flag is facing away from the NOK. It is up to the OIC/NCOIC’s discretion whether to kneel on one knee while delivering the message of condolence. Upon the completion of the message of condolence, the OIC/NCOIC will return to the position of Attention, take a half a step back, and render a final salute while looking at the flag. He/she will lower the salute, return to the foot end of the casket and gives the command of “Bearers, POST”. This signals the dismissal of</p>

		the Pallbearers. If NPB commands “Face, AWAY” then simultaneously with the Pallbearer team, execute one side step left to clear the casket and stand behind the NPB. If NPB commands, “Face, ME” then execute a three-count About Face and step off in cadence with the team once the last two individuals have cleared the casket.
13.	<i>POST CEREMONY BRIEFING</i>	OIC/NCOIC should brief any discrepancies noticed within any of the teams during the ceremony.

8.4. OIC/NCOIC Standard Honor/Retiree Sequence.

1.	<i>MARCH-ON</i> Stand At, EASE	OIC/NCOIC should pre-post approximately where the hearse is to be stopped at (adjacent to the Pallbearers), back facing the gravesite. OIC/NCOIC will be at the position of Stand At Ease.
2.	<i>PROCESSION ARRIVAL</i> Bearers, ATTENTION	As the hearse approaches the gravesite, the Pallbearer team will go to Attention. OIC/NCOIC will take the command of NPB, snap to the position of Attention and render a hand salute as the hearse passes. When the salute is dropped, this is the driver's cue to stop the hearse. Pallbearers will step and flank out to position themselves behind the hearse.
3.	<i>GATHERING OF FRIENDS AND FAMILY</i> Stand At, EASE	Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. If he/she goes to Stand At Ease, the Pallbearers should proceed to Stand At Ease. OIC/NCOIC must communicate to the funeral director/chaplain in determining who are the next of kin and the sequence of events for the ceremony. This is to ensure the ceremony runs smoothly without confusion.
4.	<i>"SECURE"</i> 1. SECURE (Normal Command)	When the family is in place (and the cue has been given by the funeral director), the OIC/NCOIC goes to Attention and gives the command of "Secure" to the Pallbearer team. This is the cue for the Pallbearers to march up to the hearse to retrieve the casket.
6.	<i>CARRYING OF REMAINS TO GRAVESITE</i> 1. UP	After the Pallbearers execute the proper turning steps, the three commands given by NPB will be "Up, Face and Step". OIC/NCOIC will take

	2. FACE 3. STEP	<p>these commands. Upon the command of “Up” the OIC/NCOIC will drop his/her salute then on the next command given, “Face” the OIC/NCOIC will face towards the Pallbearer team and immediately render a salute. Once the casket passes, OIC/NCOIC will lower his/her salute and follow behind the casket approximately four to six paces behind the team. Ensure to stay in step and suspend arm swing.</p>
7.	<i>AT GRAVESITE</i> 1. HALT 2. CENTER 3. STEP 4. HALT 5. DOWN	<p>As the bearers approach the gravesite, OIC/NCOIC breaks off from the team and takes the position at the foot end of the grave. The OIC/NCOIC will render a salute while the casket is placed on the bier or mock-up. Once the casket is down on the bier or mock-up, the salute is lowered.</p>
8.	<i>FLAG FOLDING</i> (Two “Tugs” to Table Top) 1. Flag Folding Sequence 2. Full Dress Sequence 3. Presentation of Folded Flag to OIC/NCOIC followed by a Salute from NPB 4. Bearers, POST (Subdued Command)	<p>The Pallbearers will perform the two “tugs” to go to “tabletop”. The OIC/NCOIC will remain at the position of Attention while the flag is being folded. NPB executes a Full Dress Sequence of the flag and presents it to the OIC/NCOIC. The OIC/NCOIC will take one side step to his/her left the same time NPB executes a right face to retrieve the flag. The OIC/NCOIC receives the flag, left hand on top and the right hand on the bottom of the flag. Once the flag is secured in hand and NPB has rendered a salute, the OIC/NCOIC will bring the flag up to his/her chest, middle finger tip to middle finger tip overlapping securing the flag to the chest. Once this is complete, the OIC/NCOIC takes one side step to the right simultaneously with the NPB executing a Left Face.</p>

		The OIC/NCOIC gives the command of “Bearers, POST”. This signals the dismissal of the bearers. Once the Pallbearers depart, assume the position of Stand At Ease. This is accomplished by separating the feet six to eight inches. The chaplain performs the committal service.
9.	<i>MILITARY HONORS</i> Firing Party and Taps	Once the committal service is complete, the funeral director or the OIC/NCOIC asks the family to “ <i>Please rise for the rendering of military honors</i> ”. The OIC/NCOIC immediately assumes the position of Attention. This is signaling to the Firing Party and the Bugler to begin the military funeral honors sequence. Upon the completion of Taps, the OIC/NCOIC walks over to the NOK, rotates the flag so that the point of the flag is facing away from the NOK. It is up to the OIC/NCOIC’s discretion whether to kneel on one knee while delivering the message of condolence. Upon the completion of the message of condolence, the OIC/NCOIC will return to the position of Attention, take a half a step back, and render a final salute while looking at the flag. He/she will lower the salute, depart, and proceed back to transportation site.
10.	<i>POST CEREMONY BRIEFING</i>	OIC/NCOIC should brief any discrepancies noticed within any of the teams during the ceremony.

Chapter 9

FUNERAL DIAGRAMS, COMMANDS, AND SEQUENCES

9.1. Full Honors/Active Duty Funeral.

9.1.1. Full honors funerals are conducted for deceased active duty Air Force members and Medal of Honor recipients. Members of the Air Force Reserve and Air National Guard are also eligible if killed while on Active Duty status.

9.1.2. General Information.

9.1.2.1. Personnel.

9.1.2.2. 20 Base Honor Guard members are required.

9.1.2.3. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

9.1.2.4. Non-Commissioned Officer in Charge of Firing Party (NFP) (1).

9.1.2.5. Color Team (4).

9.1.2.6. Pallbearer Team (6).

9.1.2.7. Firing party members (7).

9.1.2.8. Bugler/Sound system operator (1).

9.1.3. Sequence.

9.1.3.1. The Pallbearers and OIC/NCOIC position themselves at the road and await the arrival of the hearse.

9.1.3.2. Colors, Firing Party, and Bugler are pre-posted in their positions.

9.1.3.3. The Pallbearers, followed by the OIC/NCOIC bring the remains to gravesite and the Pallbearers bring the flag to tabletop.

9.1.3.4. The Chaplain performs the committal service at gravesite.

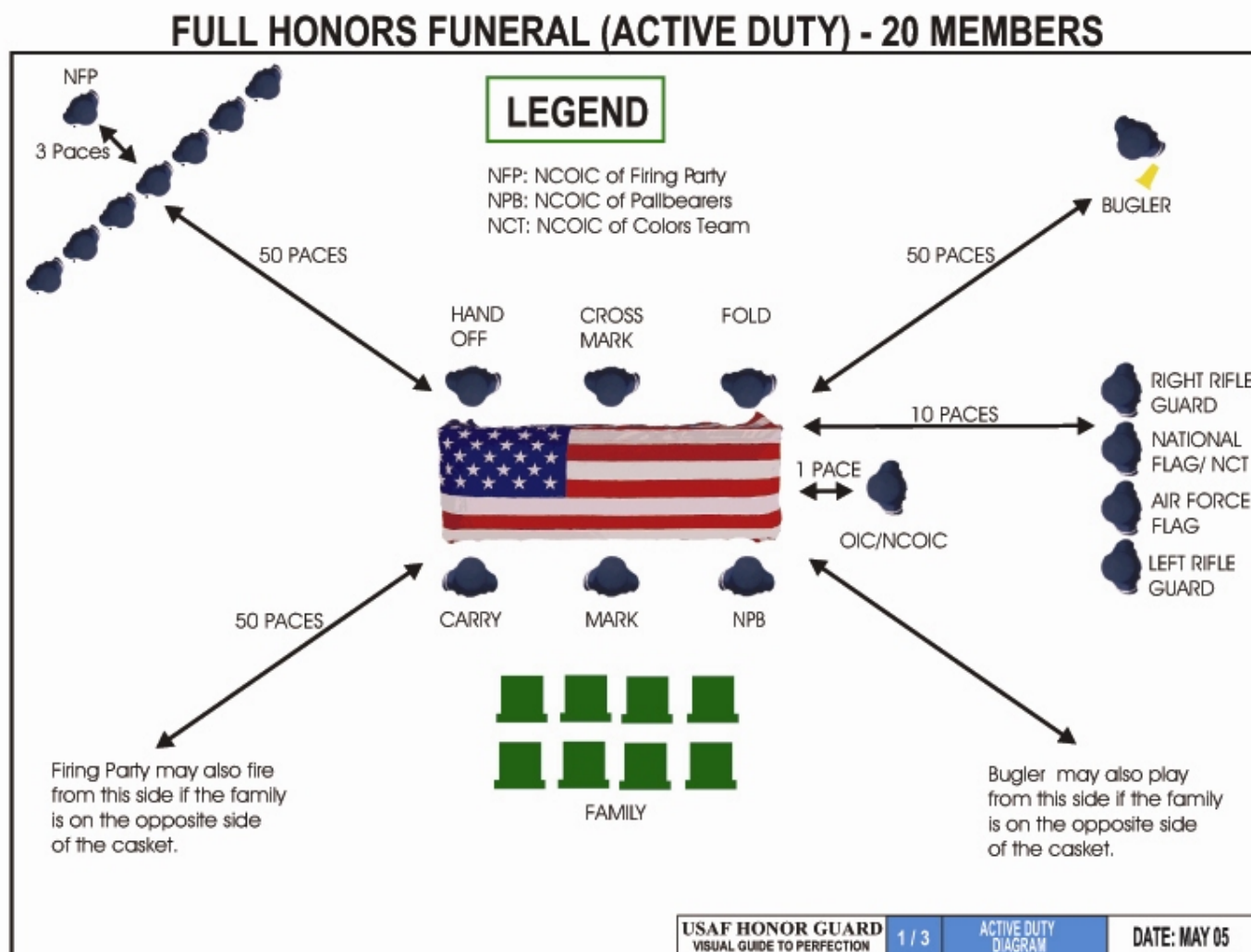
9.1.3.5. When the committal service is complete, the funeral director or OIC/NCOIC asks the family to *“Please rise for the rendering of military honors”*. The OIC/NCOIC immediately assumes the position of Attention and executes Present Arms. This cues the Colors Team to go to Present Arms; once USAF flag dips, this will be the cue for the NFP to begin the firing sequence.

9.1.3.6. At the conclusion of the three-volleys, the Bugler sounds Taps.

9.1.3.7. Upon the completion of Taps, the Pallbearers begin to fold the flag and presents it to the OIC/NCOIC.

9.1.3.8. The OIC/NCOIC presents the flag to the next of kin. The OIC/NCOIC returns to the foot of the casket and dismisses the Pallbearers. This is the **END OF CEREMONY**.

9.1.3.9. This is the Color Team's cue to go to **Port Arms** and proceed to the transportation. Firing Party will go **Port Arms** and execute the rounds retrieval/departure sequence and the Bugler will proceed back to transportation site.



9.2. Pallbearers Commands.

Note: The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left (L) or Right (R); or Subdued (S).

- | | |
|--|---|
| 1. Stand at, EASE | 1. <u>Stand</u>
at
<u>HEASE</u> |
| 2. Bearers, ATTENTION | 2. <u>Bearers</u>
<u>HUT</u>
<u>Tench</u> |
| 3. Step | 3. STEP
<u>Flank (L)</u>
<u>HARCH (L)</u> |
| 4a. Left, Flank, MARCH | 4a. <u>Left (L)</u>

<u>Flank (R)</u>
<u>HARCH (R)</u> |
| 4b. Right, Flank, MARCH | 4b. <u>Right (R)</u> |
| 5. Secure
(Counts 6 and 7 refer to numbers 1 and 2) | 5. <u>SECURE</u> |
| 8. Mark Time | 8. <u>MARK (L)</u> , <u>TIME (R)</u> |
| 9. Bearers, HALT | 9. <u>BEARERS (L)</u> , <u>HALT (L)</u> |
| 10. Ready, TAKE | 10. <u>READY TAKE (S)</u> |
| 11. Read, LIFT | 11. <u>READY LIFT (S)</u> |
| 12. Ready | 12. <u>READY</u> |
| 13. Up | 13. <u>UP</u> |
| 14. Face | 14. <u>FACE</u> |
| 15. Halt | 15. <u>HAAALT</u> |
| 16. Center | 16. <u>CENTER</u> |
| 17. Down | 17. <u>DOWN</u> |
| 18. Ready, STEP | 18. <u>READY STEP (S)</u> |
| 19. Face Me | 19. <u>FACE ME</u> or <u>FACE AWAY (S)</u> |
| 20. Bearers, Fallout, MARCH | <u>HARCH (L)</u>
20. <u>BEARERS (L)</u> <u>FALLOUT (R)</u> |

9.2.1. Pallbearers Full Honor/Active Duty Sequence.

1.	<p><i>MARCH-ON</i></p> <p>STEP (All are Normal Conversational Tone Commands)</p> <p>Mark Time, Bearers HALT</p>	<p>Pallbearers should pre-post themselves approximately 10 paces from where the hearse is to be stopped at (adjacent to the OIC/NCOIC), facing the gravesite. Upon arrival at pre-determined position, Pallbearers should warm up with a few movements and form up at the position of Stand At Ease.</p>
2.	<p><i>PROCESSION ARRIVAL</i></p> <p>1. Bearers, ATTENTION (All are Normal Conversational Tone Commands)</p> <p>2. STEP</p> <p>3. Left (Right) Flank, MARCH</p>	<p>As the hearse approaches the gravesite, the Pallbearer team will go to Attention early enough so the person nearest the hearse can render a hand salute as the hearse passes by. When the hearse stops at predetermined position the Pallbearers will step and flank out to position themselves behind the hearse.</p>
3.	<p><i>GATHERING OF FRIENDS AND FAMILY</i></p> <p>Stand At, EASE (Normal Conversational Tone Command)</p>	<p>Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. If he/she goes to Stand At Ease, the Pallbearers should proceed to Stand At Ease.</p>
4.	<p><i>"SECURE"</i></p> <p>1. Bearers, ATTENTION (All are Normal Conversational Tone Commands)</p> <p>2. STEP</p> <p>3. MARK, TIME</p> <p>4. BEARERS, HALT</p>	<p>When the family is in place (and everything is set to go), the OIC/NCOIC goes to Attention and gives the command of "Secure" to the Pallbearer team. This is the cue for the Pallbearers to march up to the hearse to retrieve the casket.</p>
5.	<p><i>REMOVAL OF REMAINS FROM HEARSE</i></p> <p>1. Ready TAKE, Ready LIFT (All are Normal Conversational Tone Commands)</p> <p>2. READY</p>	<p>The Pallbearer team approaches the rear of the hearse and begins to remove the casket from the hearse. NPB then tells Handoff the number of turning steps with Handoff repeating the command back to NPB. Handoff then retrieves and pulls the casket out of the</p>

	3. STEP	hearse, while the team ensures that the hand placements are properly positioned and securing the casket.
6.	<p><i>CARRYING OF REMAINS TO GRAVESITE</i></p> <p>1. UP (All are Normal Conversational Tone Commands)</p> <p>2. FACE</p> <p>3. STEP</p>	The Pallbearers execute the proper turning steps, then proceeds to the gravesite ensuring safety by Cross Mark, Mark, Carry and Handoff are “duck walking” behind each other.
7.	<p><i>AT GRAVESITE</i></p> <p>1. HALT (All are Normal Conversational Tone Commands)</p> <p>2. CENTER</p> <p>3. STEP</p> <p>4. HALT</p> <p>5. DOWN</p>	As the bearers approach the gravesite, the Pallbearers will halt and secure the casket on the bier or mock-up. NPB, Fold, Carry, and Handoff will secure the flag prior to setting the casket down on the bier or mock-up. This is to ensure the flag clears and does not become pinned between the casket and the mock-up.
8.	<p><i>COMMITTAL SERVICE</i></p> <p>1. Ready, STEP (Normal Conversational Tone Command)</p> <p>(Two “Tugs” to Table Top)</p>	All members will step towards their respective corners and begin rolling their “2 ½” cheater folds with the flag in a “canoe” shape. Once this is complete, the members will then perform the two “tugs” to get to “tabletop”. The chaplain performs the committal service.

9.	<p><i>MILITARY HONORS</i></p> <p>(Two “Tugs” to Quarter Fold)</p> <p>1. Flag Folding Sequence</p> <p>2. Full Dress Sequence</p> <p>3. Presentation of Folded Flag to OIC/NCOIC followed by a Salute from NPB</p>	<p>Once the committal service is complete, the OIC/NCOIC Presents Arms to signal the Color team to go to Present Arms, which signals Firing Party to render the three-volleys. Upon the completion of the three-volleys, Taps will be played. The OIC/NCOIC drops his/her salute upon the completion of Taps. This signals the Pallbearers to commence with the flag folding procedures, ensuring that there is no red or white band exposed on the flag. NPB then executes the Full Dress Sequence of the flag and presents it to the OIC/NCOIC.</p>
10.	<p><i>COMPLETION OF MILITARY HONORS</i></p>	<p>The Pallbearers remain at the position of Attention. The OIC/NCOIC then offers the flag to the NOK.</p>
11.	<p><i>PRESENTATION OF THE FLAG</i></p> <p>1. Face, ME or Face, AWAY (All are Normal Conversational Tone Commands)</p> <p>2. STEP</p> <p>3. Bearers, Fallout, MARCH (Salute if the OIC is behind the team)</p> <p>3.</p>	<p>The OIC/NCOIC returns to the foot of the casket and gives the command of “Bearers, POST” to signal the dismissal of the Pallbearers. NPB then gives the command, Face, ME or Face, AWAY. This command allows the team to position facing the transportation site or easier path of travel. Once gravesite is cleared the person to the rear (NPB or Handoff) gives the command of, STEP, to quicken the cadence back to transportation.</p>
13.	<p><i>POST CEREMONY BRIEFING</i></p>	<p>NPB should brief any discrepancies noticed within the team during the ceremony.</p>

9.3. Colors Commands.

*Note: The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left (**L**) or Right (**R**); or Subdued (**S**).*

- | | |
|--------------------------------|---|
| 1. Forward, MARCH | <u>HARCH</u>
<u>Ward</u> |
| | 1. <u>For</u> |
| 2. Colors, Stand at, EASE | <u>HEASE</u>
<u>At</u> |
| | 2. <u>Colors</u> , <u>Stand</u> |
| 3. Stand-by, Colors, ATTENTION | <u>HUT</u>
<u>TENCH</u> |
| | 3. <u>Stand By</u> , <u>Colors</u> |
| 4. Port, ARMS | <u>HARMS</u> |
| | 4. <u>Port</u> |
| 5. Right Shoulder, ARMS | <u>HARMS</u> |
| | 5. <u>Right Shoulder</u> , |
| 6. Present, ARMS | <u>HARMS</u>
<u>Sent</u> |
| | 6. <u>Pre</u> |
| 7. Order, ARMS | <u>HARMS</u>
<u>Derp</u> |
| | 7. <u>Or</u> |
| 8. Colors, Ready, CUT | <u>CUT</u> |
| | 8. <u>Colors</u> , <u>Ready</u> |
| 9. Bearers, Ready, TWO | 9. <u>BEARERS</u> <u>READY</u> <u>TWO</u> (S) |
| 10. Colors, Colors Turn, MARCH | <u>HARCH</u>
<u>Turn</u> |
| | 10. <u>Colors</u> , <u>Colors</u> |
| <u>HARCH</u> (L) | |
| 11. Colors, Fallout, MARCH | 11. <u>COLORS</u> (L), <u>FALLOUT</u> (L), |

9.3.1. Colors Full Honors/Active Duty Funeral Sequence.

1.	<i>MARCH-ON</i> Colors, Stand At, EASE (All are Normal Conversational Tone Commands)	Color team should pre-post itself approximately ten paces from the foot of the grave. NCT should have a line of sight with the OIC/NCOIC at both roadside and gravesite. It is acceptable for the team to angle itself either left or right of the gravesite to obtain this line of sight. Upon arrival at pre-determined position, Color team should warm up with a few movements, obtain proper dress, and proceed to Stand At Ease.
2.	<i>PROCESSION ARRIVAL</i> Stand-by, Colors, ATTENTION (Normal Conversational Tone Command)	As the hearse approaches the gravesite, the pallbearer team and OIC/NCOIC go to Attention. This is the Color team's cue to proceed to the position of Attention.
3.	<i>GATHERING OF FRIENDS AND FAMILY</i> Stand At, EASE (Normal Conversational Tone Command)	Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. If he/she goes to Stand At Ease, the Color team should proceed to Stand At Ease.
4.	<i>"SECURE"</i> Stand-by, Colors, ATTENTION (Normal Conversational Tone Command)	When the family is in place (and everything is set to go), OIC/NCOIC goes to Attention and gives the command of "Secure" to the Pallbearer team. This is the Color team's cue to go to Attention.
5.	<i>REMOVAL OF REMAINS FROM HEARSE</i> Present, ARMS (Normal Conversational Tone Command)	The Pallbearer team approaches the rear of the hearse and begins to remove the casket. As soon as the casket is in motion, the OIC/NCOIC will Present Arms. This is the Color team's cue to Present Arms.
6.	<i>CARRYING OF REMAINS TO GRAVESITE</i> Order, ARMS (Normal Conversational Tone Command)	The Pallbearer team carries the casket to the gravesite. The OIC/NCOIC orders his/her salute and follows the remains to gravesite. He/she will take position at the foot of the gravesite and

	Command)	render a salute until the Pallbearer team sets the casket down on the mock-up. Once the Pallbearer team sets the casket down, the OIC/NCOIC will Order Arms. This is the Color team's cue to Order Arms.
7.	<i>TABLETOP</i> Stand At, EASE (Normal Conversational Tone Command)	Shortly after the Pallbearer team sets the casket on the mock-up, they go to the tabletop position with the interment flag. The OIC/NCOIC goes to the position of Stand At Ease. This is the Color team's cue to go to Stand At Ease.
8.	<i>MILITARY HONORS</i> 1. Stand-by, Colors, ATTENTION (All are Normal Conversational Tone Commands) 2. PRESENT, ARMS	The chaplain performs the committal service. When the committal service is complete, the funeral director or OIC/NCOIC asks the family to " <i>Please rise for the rendering of military honors</i> ". The OIC/NCOIC immediately assumes the position of Attention and then Present Arms. This is the Color team's cue to go to Attention and then Present Arms.
9.	<i>COMPLETION OF MILITARY HONORS</i> Order, ARMS (Normal Conversational Tone Command)	Upon the completion of Taps, the OIC/NCOIC will Order Arms. This is the Color team's cue to Order Arms
10.	<i>FLAG-FOLD</i>	The Pallbearer team begins to fold the flag. The Color team remains at the position of Attention for the duration of the flag-fold.
11.	<i>PRESENTATION OF THE FLAG</i> 1. Port, ARMS (Normal Conversational Tone Command) OR 2. Colors, Colors, TURN, MARCH	When the flag-fold is complete, the OIC/NCOIC offers the flag to the next of kin. Next, the OIC/NCOIC returns to the foot of the casket and dismisses the Pallbearers. As the Pallbearers turn and face to exit the gravesite, the OIC/NCOIC follows them. This is the Color team's cue to go to Port Arms and execute either a Colors turn off or every other left off and proceeds back to transportation.
12.	<i>POST CEREMONY BRIEFING</i>	NCT should brief any discrepancies noticed within the team during the ceremony.

9.4. Firing Party Commands.

Note: *The raised or lowered portions of the command indicate whether the inflection of your voice should go up, down, or remain level. The letters to the right of the command are called on the appropriate foot; Left (L), Right (R); or Subdued (S).*

- | | |
|---|---|
| 1. Forward, MARCH | <u>HARCH</u>
<u>Ward</u> |
| 2. Firing Party, Left (Right) Face, Order, ARMS | 1. <u>For</u>
<u>HARMS</u>
<u>Derp</u> |
| 3. Dress Right, DRESS | 2. <u>Or</u>
<u>DRESS</u>
<u>Right</u> |
| 4. Ready, FRONT | 3. <u>Dress</u>
<u>HUNT</u> |
| 5. Ground, ARMS | 4. <u>Redup</u>
<u>HARMS</u> |
| 6. FALLOUT | 5. <u>Ground</u>
<u>HARMS</u> |
| 7. Take, ARMS | 6. <u>FALLOUT</u>
<u>HEASE</u> |
| 8. Ready, UP | 7. <u>Take</u> (S) |
| 9. Ceremonial at, EASE | 8. <u>Ready</u> (S)
<u>UP</u> |
| 10. Firing Party, ATTENTION | 9. <u>Ceremonial</u> (S)
<u>at</u> |
| 11. Ready, FACE | 10. <u>Firing Party</u>
<u>HUT</u>
<u>Tench</u> |
| 11. <u>Redup</u> | <u>HACE</u> |
| 12. READY (given 3 times) | 12. <u>REDUP</u> |
| 13. Present, ARMS | <u>HARMS</u>
<u>Sent</u> |
| 13. <u>Pre</u> | |
| 14. Order, ARMS (see 2.) | <u>HARMS</u> |
| 15. Port, ARMS | 15. <u>Port</u> (S) |
| 16. Left (Right), FACE | <u>HACE</u> |
| <u>HARCH</u> (L) | 16. <u>Left</u> (S) |
| 17. Firing Party, Fallout, MARCH | 17. <u>FIRING PARTY</u> (L), <u>FALLOUT</u> (L) |

9.4.1. Firing Party Full Honor/ Funeral Sequence.

1.	<p>MARCH-ON Forward, MARCH Firing Party, Left (Right) FACE Order, ARMS (All are Normal Conversational Tone Commands)</p> <p>Dress Right, DRESS</p> <p>Ready, FRONT</p> <p>Ceremonial At, EASE</p>	<p>Firing Party should be positioned approximately 50 paces diagonally from the head of the casket. Ensure the attending procession is able to see the entire firing line. Upon arrival at pre-determined position, Firing Party should “dry-fire” at a minimal of twice before the ceremony begins. Once practice is complete, the team will load rifles and then NFP will execute a final Dress Right Dress. The NFP will then put the team to Ceremonial At Ease.</p>
2.	<p>PROCESSION ARRIVAL</p> <p>Ceremonial At, Ease (The firing line will continue to stand at Ceremonial At Ease during this time)</p>	<p>As the hearse approaches gravesite, the OIC/NCOIC, the Pallbearer team, and Colors team will go to Attention. NFP will not call Firing Party to Attention during that time due to the distance between the hearse and the firing line. If the hearse passes near Firing Party, the NFP will have the team go to Present Arms.</p>
3.	<p>GATHERING OF FRIENDS AND FAMILY</p> <p>Ceremonial At, Ease (The firing line will continue to stand at Ceremonial At Ease during this time)</p>	<p>Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. At this time, the Colors team will go to the position of Stand At Ease.</p>
4.	<p>“SECURE”</p> <p>Firing Party, ATTENTION (Normal Conversational Tone Command)</p>	<p>When the family is in place (and everything is set to go), the OIC/NCOIC goes to Attention and gives the command of “Secure” to the Pallbearer team. This is the Colors team cue to go to Attention. NFP will follow the Colors team for the rest of the ceremony. This is Firing Party’s cue to go to Attention.</p>

5.	<p><i>REMOVAL OF REMAINS FROM HEARSE</i></p> <p>Present, ARMS (Normal Conversational Tone Command)</p>	<p>The Pallbearer team approaches the rear of the hearse and begins to remove the casket. As soon as the casket is in motion, the OIC/NCOIC and Colors will Present Arms. This is the Firing Party's cue to Present Arms.</p>
6.	<p><i>CARRYING OF REMAINS TO GRAVESITE</i></p> <p>Order, ARMS (Normal Conversational Tone Command)</p>	<p>The Pallbearer team carries the casket to the gravesite. The OIC/NCOIC orders his/her salute and follows the remains to gravesite. He/she will take position at the foot of the gravesite and render a salute until the Pallbearer team sets the casket down on the mock-up. Once the Pallbearer team sets the casket down, the OIC/NCOIC and Colors team will Order Arms. This is the Firing Party's cue to Order Arms.</p>
7.	<p><i>TABLETOP</i></p> <p>Ceremonial At, EASE (Normal Conversational Tone Command)</p>	<p>Shortly after the Pallbearer team sets the casket on the mock-up, they proceed to the tabletop position with the interment flag. The OIC/NCOIC and the Colors team go to the position of Stand At Ease. This is the Firing Party's cue to go to Ceremonial At Ease.</p>
8.	<p><i>MILITARY HONORS</i></p> <p>1. FIRING PARTY, ATTENTION (This is the first loud command in the sequence)</p> <p>2. READY, FACE</p> <p>3. READY (3 TIMES)</p> <p>4. PRESENT, ARMS (This is the last loud command in the sequence)</p>	<p>The chaplain performs the committal service. When the committal service is complete, the funeral director or the OIC/NCOIC asks the family to "<i>Please rise for the rendering of military honors</i>". The OIC/NCOIC immediately assumes the position of Attention and then salutes. Colors will begin their sequence to Present Arms. Once the Air Force flag is completely dipped/stopped moving, NFP proceed with the firing sequence.</p>
9.	<p><i>COMPLETION OF MILITARY HONORS</i></p> <p>Order, ARMS (Normal Conversational Tone Command)</p>	<p>Upon the completion of Taps, the OIC/NCOIC and Colors team will Order Arms. This is the Firing Party's cue to Order Arms.</p>

10.	<i>FLAG-FOLD</i>	The Pallbearer team begins to fold the flag. Firing Party remains at the position of Attention for the duration of the flag-fold.
11.	<i>PRESENTATION OF THE FLAG</i> Port, ARMS (All Normal Conversational Tone Commands) Left (Right), FACE Forward, MARCH Firing Party, Fallout, MARCH	When the flag-fold is complete, the OIC/NCOIC offers the flag to the next of kin. The OIC/NCOIC returns to the foot of the casket and dismisses the Pallbearers. As the Pallbearers exit the gravesite, the OIC/NCOIC follows them. This is Firing Party's cue to go to Port Arms and execute the rounds retrieval/departure sequence to proceed back to transportation.
12.	<i>POST CEREMONY BRIEFING</i>	NFP should brief any discrepancies noticed within the team during the ceremony.

9.5. Standard Honors/Retiree Funeral.

9.5.1. Standard honors funerals are conducted for Air Force Retired Members to include those receiving retired pay or members of the Air Force Reserves or Air National Guard who have 20 years or more satisfactory service for retirement.

9.5.2. General Information.

9.5.2.1. Personnel.

9.5.2.2. 10 Base Honor Guard members are required.

9.5.2.3. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

9.5.2.4. Non-Commissioned Officer in Charge of Firing Party (NFP) (1).

9.5.2.5. Dual qualified Pallbearers and Firing Party (6).

9.5.2.6. Firing party member (1).

9.5.2.7. Bugler/Sound system operator (1).

9.5.3. Sequence.

9.5.3.1. The NFP positions the Firing Party members, “dry-fire”, give a final **Dress Right Dress** and has the team **Ground Arms**.

9.5.3.2. All but one Firing Party member departs for Pallbearer duty. The seventh person stands to the left of the NFP.

9.5.3.3. The Pallbearers and OIC/NCOIC position themselves at the road and await the arrival of the hearse.

9.5.3.4. The Pallbearers, followed by the OIC/NCOIC bring the remains to gravesite and the Pallbearers begin the flag fold sequence once the family has been seated.

9.5.3.5. The flag is presented to the OIC/NCOIC. The OIC/NCOIC dismisses the Pallbearers and the team departs for Firing Party duty.

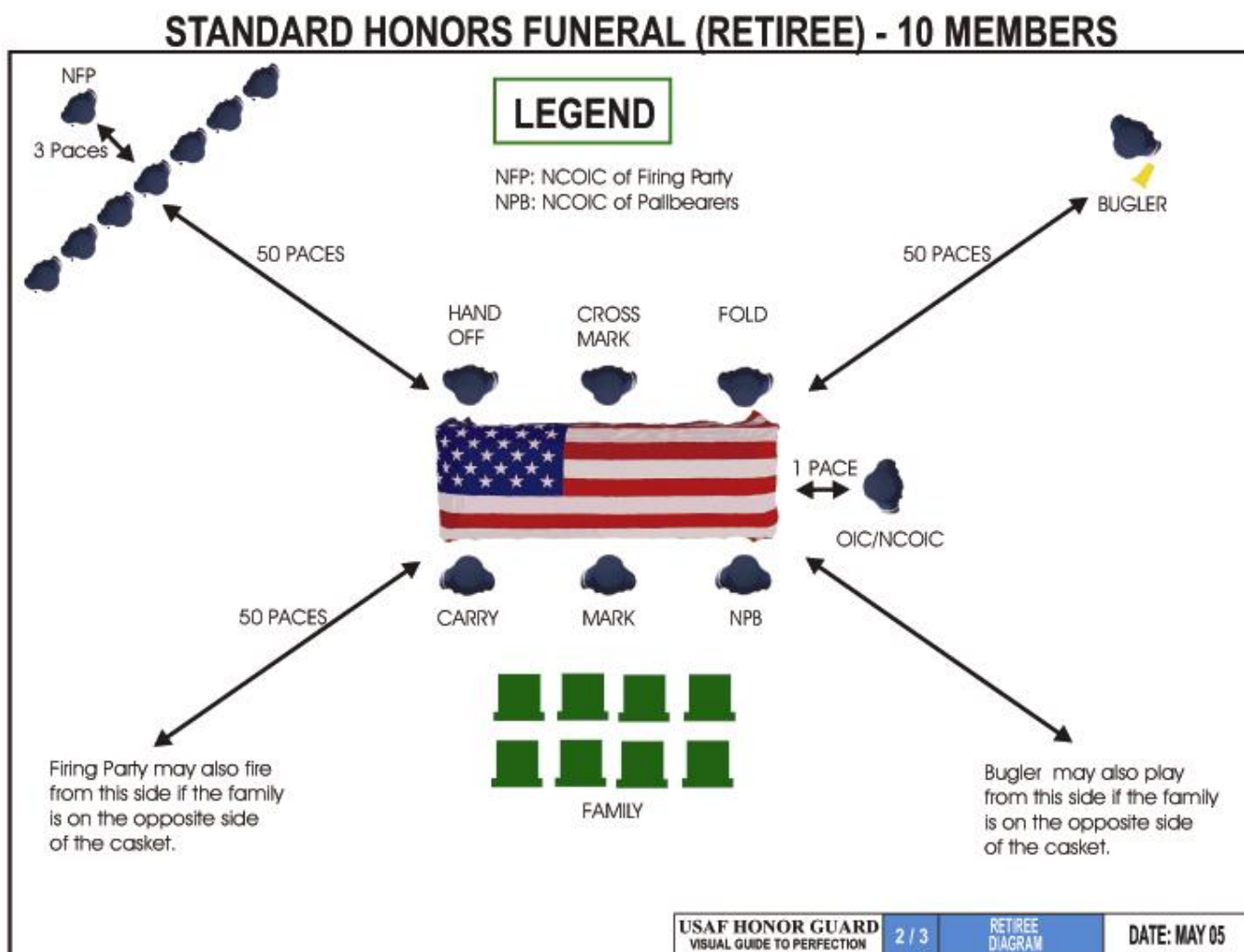
9.5.3.6. The Chaplain performs the committal service at gravesite.

9.5.3.7. When the committal service is complete, the funeral director or OIC/NCOIC asks the family to “*Please rise for the rendering of military honors*”. The OIC/NCOIC immediately assumes the position of Attention with the flag secured in hand. This is the cue for NFP to begin the firing sequence.

9.5.3.8. At the conclusion of the three-volleys, the Bugler sounds Taps.

9.5.3.9. Upon the completion of Taps, the OIC/NCOIC presents the flag to the next of kin. When the flag has been presented, the OIC/NCOIC departs gravesite. This is the **END OF CEREMONY**.

9.5.3.10. This is the NFP's cue to go to **Port Arms** and execute the rounds retrieval/departure sequence and Bugler will proceed back to transportation site.



9.6. Pallbearers Standard Honor/Retiree Sequence.

1.	<p><i>MARCH-ON</i></p> <p>STEP (All are Normal Conversational Tone Command)</p> <p>Mark Time, Bearers HALT</p>	<p>Pallbearers should pre-post themselves approximately 10 paces from where the hearse is to be stopped at (adjacent to the OIC/NCOIC), facing the gravesite. Upon arrival at pre-determined position, Pallbearers should warm up with a few movements and form up at the position of Stand At Ease.</p>
2.	<p><i>PROCESSION ARRIVAL</i></p> <p>1. Bearers, ATTENTION (All are Normal Conversational Tone Command)</p> <p>2. STEP</p> <p>3. Left (Right) Flank, MARCH</p>	<p>As the hearse approaches the gravesite, the Pallbearer team will go to Attention early enough so the person nearest the hearse can render a hand salute as the hearse passes by. When the hearse stops at the predetermined position, the Pallbearers will step and flank out to position themselves behind the hearse.</p>
3.	<p><i>GATHERING OF FRIENDS AND FAMILY</i></p> <p>Stand At, EASE (Normal Conversational Tone Command)</p>	<p>Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. If he/she goes to Stand At Ease, the Pallbearers should proceed to Stand At Ease.</p>
4.	<p><i>“SECURE”</i></p> <p>1. Bearers, ATTENTION (All are Normal Conversational Tone Command)</p> <p>2. STEP</p> <p>3. MARK TIME</p> <p>4. BEARERS, HALT</p>	<p>When the family is in place (and everything is set to go), the OIC/NCOIC goes to Attention and gives the command of “Secure” to the Pallbearer team. This is the cue for the Pallbearers to march up to the hearse to retrieve the casket.</p>
5.	<p><i>REMOVAL OF REMAINS FROM HEARSE</i></p> <p>1. Ready TAKE, Ready LIFT (All are Normal Conversational Tone Command)</p>	<p>The Pallbearer team approaches the rear of the hearse and begins to remove the casket from the hearse. NPB then tells Handoff the number of turning steps with Handoff repeating the command back to the NPB. Handoff then retrieves and pulls the</p>

	2. READY 3. STEP	casket out of the hearse; while the team ensures the hand placements are properly positioned securing the casket.
6.	<i>CARRYING OF REMAINS TO GRAVESITE</i> 1. UP (All are Normal Conversational Tone Command) 2. FACE 3. STEP	The Pallbearers execute the proper turning steps, then proceeds to the gravesite ensuring safety by Cross Mark, Mark, Carry and Handoff are “duck walking” behind each other.
7.	<i>AT GRAVESITE</i> 1. HALT (All are Normal Conversational Tone Commands) 2. CENTER 3. STEP 4. HALT 5. DOWN	As the bearers approach the gravesite, the Pallbearers will halt and secure the casket on the bier or mock-up. NPB, Fold, Carry and Handoff will secure the corners of the flag prior to setting the casket down on the bier or mock-up.

8.	<p>FLAG FOLDING</p> <p>1. Ready, STEP (Normal Conversational Tone Command) (Two “Tugs” to Table Top) (Two “Tugs” to Quarter Fold)</p> <p>2. Flag Folding Sequence</p> <p>3. Full Dress Sequence</p> <p>4. Presentation of Folded Flag to OIC/NCOIC followed by a Salute from NPB</p>	<p>All members will step towards their respective corners and begin rolling their “2 1/2” cheater folds with the flag in a “canoe” shape. Once this is complete, the members will then perform the two “tugs” to get to “tabletop”. When the immediate family has been seated, then the Pallbearers will commence with the flag folding procedures, ensuring that there is no red or white band exposed on the flag. NPB then executes the Full Dress Sequence of the flag and presents it to the OIC/NCOIC.</p>
9.	<p>DEPARTURE FROM GRAVESITE/COMMITTAL SERVICE</p> <p>1. Face, ME or Face, AWAY (All are Normal Conversational Tone Commands)</p> <p>2. STEP (Team zippers into a single file line and marches towards firing line)</p>	<p>The OIC/NCOIC gives the command of “Bearer’s, POST” to signal the dismissal of the Pallbearers. NPB then gives the command of either Face, ME or Face, AWAY. This command allows the team to position facing in the direction of the firing line or easier path of travel. Upon the departure from gravesite, the OIC/NCOIC will go to the position of Stand At Ease. The chaplain performs the committal service.</p>
10.	<p>MILITARY HONORS</p> <p>Firing Party Sequence (refer to Firing Party portion).</p> <p>Taps</p>	<p>When the committal service is complete, the funeral director or the OIC/NCOIC asks the family to “<i>Please rise for the rendering of military honors</i>”. The OIC/NCOIC immediately assumes the position of Attention with the flag secured in hand. This is the Firing Party’s cue to execute the three-volley sequence.</p>
11.	<p>COMPLETION OF MILITARY HONORS</p>	<p>Upon the completion of Taps, the OIC/NCOIC will offer the flag to the next of kin. Firing Party and Bugler will remain at the position of Attention.</p>

12.	<i>PRESENTATION OF THE FLAG</i> Firing Party Departure (refer to Firing Party sequence if needed)	When the flag has been presented, the OIC/NCOIC will depart gravesite area to proceed to the transportation site. This is the Bugler's cue to depart and Firing Party's cue to go to Port Arms and execute the rounds retrieval/departure sequence to proceed back to transportation.
13.	<i>POST CEREMONY BRIEFING</i>	NPB/NFP should brief any discrepancies noticed within the teams during the ceremony.

9.7. Firing Party Standard Honor/Retiree Sequence.

1.	<p>MARCH-ON Forward, March Firing Party, Left (Right) FACE Order, Arms (All are Normal Conversational Tone Commands)</p> <p>Dress Right, DRESS</p> <p>Ready, FRONT</p> <p>Ground, Arms</p> <p>Ready, UP</p> <p>FALL OUT</p>	<p>Firing Party should be positioned approximately 50 paces diagonally from the head of the casket. Ensure the attending procession is able to see the entire firing line. Upon arrival at pre-determined position, Firing Party should “dry-fire” at a minimal of twice before the ceremony begins. Once practice is complete, the team will load rifles and then NFP will execute a final Dress Right Dress. The NFP will have the team fallout to perform Pallbearer duties. The seventh person that remains behind will stand to the left of the NFP. Both will go to the position of Stand At Ease.</p>
2.	<p>PROCESSION ARRIVAL</p> <p>Stand At, Ease (Both NFP and seventh person will continue to stand at Stand At Ease during this time)</p>	<p>As the hearse approaches gravesite, the OIC/NCOIC and the Pallbearer team will go to Attention. NFP and seventh person will not go to Attention during that time due to the distance between the hearse and the firing line. If the hearse passes near the NFP and seventh person then both will go to the position of Attention and Present Arms.</p>
3.	<p>GATHERING OF FRIENDS AND FAMILY</p> <p>Stand At, Ease (Both NFP and seventh person will continue to stand at Stand At Ease during this time)</p>	<p>Depending on the size of the gathering, the OIC/NCOIC will either stay at Attention or go to Stand At Ease. If the OIC/NCOIC goes to Stand At Ease, the NFP and seventh person should proceed to Stand At Ease.</p>
4.	<p>“SECURE”</p> <p>Firing Party, ATTENTION (Normal Conversational Tone Command)</p>	<p>When the family is in place (and everything is set to go,) the OIC/NCOIC goes to Attention and gives the command of “Secure” to the Pallbearer team. This is the NFP and seventh person’s cue to go to Attention.</p>
5.	<p>REMOVAL OF REMAINS FROM HEARSE</p>	<p>The Pallbearer team approaches the rear of the hearse and begins to remove</p>

	Present, ARMS (Normal Conversational Tone Command)	the casket. As soon as the casket is in motion, the OIC/NCOIC will Present Arms. This is the NFP and seventh person's cue to Present Arms.
6.	<i>CARRYING OF REMAINS TO GRAVESITE</i> Order, ARMS (Normal Conversational Tone Command)	The Pallbearer team carries the casket to the gravesite. The OIC/NCOIC orders his/her salute and follows the remains to gravesite. He/she will take position at the foot of the gravesite and render present arms until the Pallbearer team sets the casket down on the mock-up. Once the Pallbearer team sets the casket down, the OIC/NCOIC will Order Arms. This is the NFP and seventh person's cue to Order Arms.
7.	<i>TABLETOP</i> (REMAIN AT ATTENTION)	Shortly after the Pallbearer team sets the casket on the mock-up, they go to the tabletop position with the interment flag. Once the family is seated, the Pallbearers will begin to fold the flag. The NPB will then hand the flag off to the OIC/NCOIC. The OIC/NCOIC dismisses the Pallbearers who then depart the gravesite area. NFP and seventh person will remain at the position of Attention. OIC/NCOIC will go to Stand At Ease.
8.	<i>COMMITTAL SERVICE</i> Take, ARMS (All are Normal Conversational Tone Commands) Ready, UP Ceremonial At, EASE	The chaplain performs the committal service. After the team has completed Pallbearer duties they will march back, fall in with their weapons with no facing movements, and stand-by at the position of Attention. <i>When the team is marching back to the firing line and the team picks up arm swing that is the seventh persons cue to leave NFP's side and return to his/her weapon.</i>

9.	<p>MILITARY HONORS</p> <p>1. FIRING PARTY, ATTENTION (This is the first loud command in the sequence)</p> <p>2. READY, FACE</p> <p>3. READY (3 TIMES)</p> <p>4. PRESENT, ARMS (This is the last loud command in the sequence)</p>	<p>When the committal service is complete, the funeral director or OIC/NCOIC asks the family to “<i>Please rise for the rendering of military honors</i>”. The OIC/NCOIC immediately assumes the position of Attention with the flag secured in hand. This is the Firing Party’s cue to execute the three-volley sequence.</p>
10.	<p>COMPLETION OF MILITARY HONORS</p> <p>Order, ARMS (Normal Conversational Tone Command)</p>	<p>Upon the completion of Taps, Firing Party will Order Arms. The OIC/NCOIC will offer the flag to the next of kin.</p>
11.	<p>PRESENTATION OF THE FLAG</p> <p>1. Port, ARMS (All are Normal Conversational Tone Command)</p> <p>2. Left (Right), FACE</p> <p>3. Forward, MARCH</p> <p>4. Firing Party, Fallout, MARCH</p>	<p>When the flag has been presented the OIC/NCOIC will then depart gravesite area to proceed to the transportation. This is the Firing Party’s cue to go to Port Arms and execute the rounds retrieval/departure sequence to proceed back to transportation.</p>
13.	<p>POST CEREMONY BRIEFING</p>	<p>NFP should brief any discrepancies noticed within the team during the ceremony.</p>

9.8. Veteran Honors Funeral.

9.8.1. Veteran honors are rendered for former members (veterans) of the Air Force, Army Air Corps or Army Air Forces, and Women's Air Forces, Service Pilots whose last service was honorable, and members of a reserve component not in a duty status.

9.8.2. General Information.

9.8.2.1. Personnel.

9.8.2.2. 2 or 3 Base Honor Guard members are required. This depends on the BHG manning.

9.8.2.3. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

9.8.2.4. Fold (1).

9.8.2.5. Bugler/Sound system operator (1).

9.8.3. Three Person Sequence.

9.8.3.1. The OIC/NCOIC and Fold position themselves at the road, with their backs to gravesite and await the arrival of the hearse.

9.8.3.2. Family designated pallbearers, followed by the OIC/NCOIC and Fold, bring the remains to gravesite.

9.8.3.3. OIC/NCOIC and Fold take their positions at the casket and go to the position of Stand At Ease together.

9.8.3.4. The Chaplain performs the committal service at gravesite.

9.8.3.5. When the committal service is complete, the funeral director or OIC/NCOIC asks the family to *“Please rise for the playing of Taps”*. At this time, the OIC/NCOIC and Fold will go to Attention and both will Present Arms. This is the cue for the Bugler to play Taps.

9.8.3.6. At the conclusion of Taps, the flag is folded and presented to the OIC/NCOIC. Fold takes a predetermined position away from the family.

9.8.3.7. The OIC/NCOIC presents the flag to the next of kin. When the flag has been presented, the OIC/NCOIC departs gravesite. This is the **END OF CEREMONY**.

9.8.3.8. The OIC/NCOIC will meet up with Fold and both will proceed to transportation. The Bugler will also proceed to transportation.

9.8.4. Two Person Sequence.

9.8.4.1. The OIC/NCOIC and Fold position themselves at the road, with backs to gravesite and await the arrival of the hearse.

9.8.4.2. Family designated pallbearers, followed by the OIC/NCOIC and Fold, bring the remains to gravesite.

9.8.4.3. OIC/NCOIC and Fold take their positions at the casket and come to the position of Stand At Ease together.

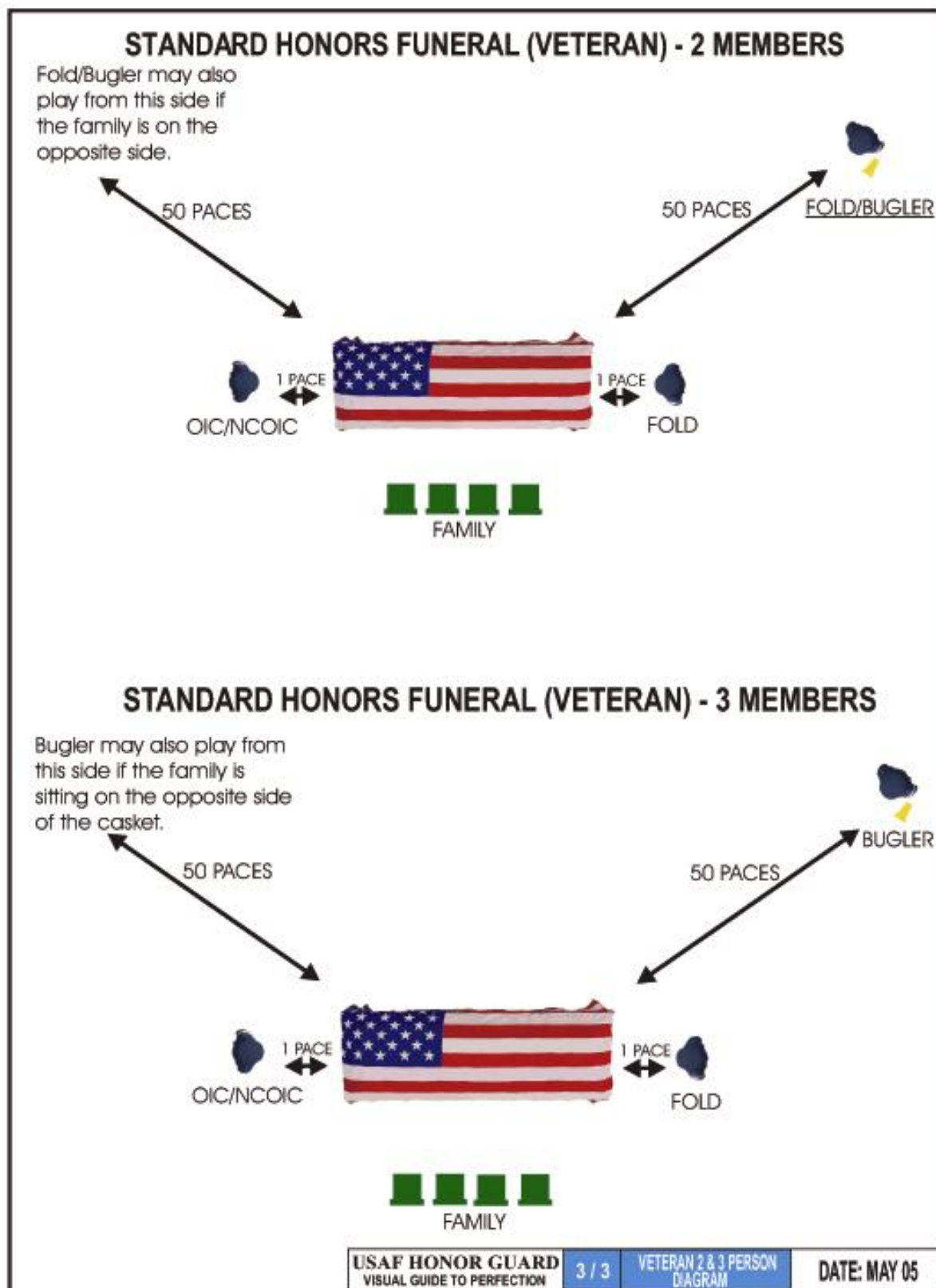
9.8.4.4. The Chaplain performs the committal service at gravesite.

9.8.4.5. When the committal service is complete, the flag is folded and presented to the OIC/NCOIC. The OIC/NCOIC assumes the position of Attention with the flag secured in hand. Fold takes a predetermined position away from the family to sound Taps.

9.8.4.6. The funeral director or OIC/NCOIC asks the family to “*Please rise for the playing of Taps*”. Fold will play Taps.

9.8.4.7. At the conclusion of Taps, the OIC/NCOIC presents the flag to the next of kin. When the flag has been presented, the OIC/NCOIC departs gravesite. This is the **END OF CEREMONY**.

9.8.4.8. The OIC/NCOIC will meet up with Fold at the predetermined location and both will proceed to transportation.



9.9. Modified Standard Honors Funeral.

9.9.1. Modified Standard Honors Funeral are conducted for Air Force Retired Members to include those receiving retired pay or members of the Air Force Reserves or Air National Guard who have 20 years or more satisfactory service for retirement.

9.9.2. General Information.

9.9.2.1. Personnel.

9.9.2.2. This type of ceremony is to only be preformed with MAJCOM approval, when resources do not allow a 10 member Standard Honors Funeral.

9.9.2.3. 5 Base Honor Guard members are required.

9.9.2.4. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

9.9.2.5. Fold / Doubling as Firing Party (1).

9.9.2.6. Two additional Firing Party members (2).

9.9.2.7. Bugler/Sound system operator (1).

9.9.3. Sequence.

9.9.3.1. Three Firing Party members proceed to a predetermined location, “dry-fire”, give a final **Dress Right, Dress**, then the team **Ground, Arms**. Upon the command of **Fallout**, two Firing Party members move behind the weapons and assume the position of **Stand At, Ease** together. The remaining Firing Party member proceeds to the roadside with the OIC/NCOIC.

9.9.3.2. The OIC/NCOIC and the third Firing Party member (Fold) position themselves at the road, with backs to gravesite and await the arrival of the hearse at the position of **Stand At, Ease**.

9.9.3.3. Family designated pallbearers, followed by the OIC/NCOIC and Fold, bring the remains to gravesite.

9.9.3.4. OIC/NCOIC and Fold take their positions at the casket and once the family is in position, the flag folding sequence begins.

9.9.3.5. The flag is folded and presented to the OIC/NCOIC. OIC/NCOIC will go to the position of Stand At Ease with the flag in hand. Fold takes a predetermined position with the Firing Party.

9.9.3.6. The Chaplain performs the committal service at gravesite.

9.9.3.7. When the committal service is complete, the flag is folded and presented to the OIC/NCOIC. The OIC/NCOIC immediately assumes the position of Attention with the flag secured in hand. The funeral director or OIC/NCOIC will ask the family to “*Please rise for the rendering of military honors*”. This is the cue for NFP to begin the firing sequence.

9.9.3.8. At the conclusion of the three-volleys, the Bugler sounds Taps.

9.9.3.9. Upon the completion of Taps, the OIC/NCOIC presents the flag to the next of kin and gives the message of condolence. When the flag has been presented, the OIC/NCOIC departs gravesite. This is the **END OF CEREMONY**.

On behalf of the President of the United States, the Department of the Air Force, and a grateful Nation, we offer our nation’s flag for the faithful and honorable service of your loved one.

9.9.3.10. This is the Firing Party’s cue to go to **Port, Arms** and proceed to the transportation. The Bugler will also proceed back to transportation site.

Chapter 10

RETIREMENT CEREMONY

10.1. Personnel.

10.1.1. Officer-in-Charge (1) or Non-Commissioned Officer-in-Charge (NCOIC) (1).

10.1.2. Fold (1).

10.2. Equipment.

10.2.1. 5' x 9.5' Interment or All Purpose flag.

10.2.2. **White gloves, leather gloves or gloves with the grip material.**

10.2.3. **The ceremonial hat and ceremonial belt will not be worn for this ceremony.**

10.3. Preparation.

10.3.1. Schedule at least one practice one day prior to the ceremony with the Retiring Official and narrator of the ceremony. *Note: Music is not to be played during this ceremony.*

10.4. Flag Dressing Sequences.

10.4.1. Half Dress Sequence.

10.4.1.1. This “Half Dress” sequence is performed when the flag is being unfolded and passed on to another member during the Retirement ceremony. The movements are executed in 3-second increments. When this sequence is performed, the open side of the flag, “flap” will be on the left hand side of the OIC/NCOIC performing the “Half Dress” Sequence.

10.4.1.2. (Count 1): Move the right hand directly to the left corner of the flag (over the left elbow).

10.4.1.3. (Count 2): Slide the right hand up the left edge “flap” of the flag to the top left corner.

10.4.1.4. (Count 3): Grasp the flag with the right hand, keeping all fingers joined.

10.4.1.5. (Count 4): Extend the flag down to waist level and out towards Fold (“flap” facing Fold). After the flag is extended out open the “flap”(pulling the material toward the ground) facing Fold with his/her right hand.

10.4.1.6. (Count 5): Fold raises his/her hands to meet OIC/NCOIC with the flag. Once the “flap” is open, Fold pulls out the end of the flag (white band w/rings). As Fold pulls out the band, OIC/NCOIC turns the open end, “flap” to the right. This material will drape over OIC/NCOIC outreached right arm, placing the folded corner edge in OIC/NCOIC’s right hand.

10.4.1.7. (Count 6): OIC/NCOIC grips the end of the flag (white band w/rings) while Fold unfolds the flag. Fold takes a step back on left foot for every two unfolds (flat edge of the flag).

10.4.2. Full Dress Sequence.

10.4.2.1. This movement is executed in 9 counts of 3-second increments.

10.4.2.2. (Count 1): Slowly slide the flared left hand down the open side and the flag, “flap”, extending the arm out/down and pause.

10.4.2.3. (Count 2): Bring left hand underneath the flag to support the flag against the chest and pause.

10.4.2.4. (Count 3): Slowly slide flared right hand down the right side of the flag, extending the arm out/down and pause.

10.4.2.5. (Count 4): Bring the right hand across the flag and touch the opposite end of the flag and pause.

10.4.2.6. (Count 5): The right hand sweeps across the front of the flag to the top left corner of the flag and pause.

10.4.2.7. (Count 6): Grasp on the left side of the flag with the right hand, keeping all fingers joined and pause.

10.4.2.8. (Count 7): Rotate flag in a clockwise motion with the right hand while simultaneously lifting the flag up and pinning the left hand to the left side and pause. ***Note: The rotation is complete once the apex tip of the flag is directly in front of the nose and the top of the flag is parallel to the ground.***

10.4.2.9. (Count 8): Lower the flag until the top of the flag is at eye level and pause.

10.4.2.10. (Count 9): The left hand comes up and joins the right hand, ensuring the fingers are joined and remain together.

10.4.2.11. The dressing sequence is now complete; Fold lowers the flag to the OIC/NCOIC. The OIC/NCOIC takes the flag left hand over right hand. Fold looks at the flag without moving his/her head and performs a 3-second salute.

10.5. Flag Folding Sequence.

10.5.1. Each movement is initiated by Fold's eyewink. Fold will use the eye furthest from the audience.

10.5.1.1. Both members secure the four corners of the flag. This is also known as "table top" position. ***Note: The union will always be to the OIC/NCOIC's left. The OIC/NCOIC is responsible for holding the flag taut ensuring it stays level while the flag is being folded.***

10.5.1.2. Bring the two open ends of the flag together, leaving approximately three inches (approximately half the red stripe, and the horizontal portion of the top of the star) of border from the union side of the flag and the striped edge. This is also known as establishing the border; two open ends do not lie evenly upon each other, there must be a definite margin.

10.5.1.3. Bring the hand not securing the established border back to opposite corner. Simultaneously, the OIC/NCOIC flares down with the right hand, secure the other corner with the left hand while Fold flares down with the left hand, and secure the opposite corner with the right hand.

10.5.1.4. For the next two steps repeat 10.5.1.2. and 10.5.1.3.

10.5.1.5. Fold begins by making a triangular fold bringing the striped corner of the folded edge to the open edge. Ensure the outside edge of the fold forms a 90-degree angle.

10.5.1.6. With your left hand, divide the white stripe on the first fold in half. Fold the outer point inward, parallel with the open edge taking a step on that fat edge of the flag to form the second triangular fold.

10.5.1.7. Continue folding the flag alternating steps 10.5.1.5. and 10.5.1.6. When the flag reaches the union, Fold must ensure the point of the flag does not exceed the second star. Continue the flag fold until it reaches the end (approximately 6-10 inches but may vary).

10.5.1.8. Fold reaches underneath the flag with the left hand, pinching the right corner of to ensure the flag is taut. Lift up the "flap" of the flag with the right hand.

10.5.1.9. The OIC/NCOIC makes a 90-degree fold with the right side of the flag, ensuring the thumb is placed in between the fold and the flag.

10.5.1.10. Crease the excess portion of the flag and neatly tuck it from OIC/NCOIC's position, right to left.

10.5.1.11. Inspection of the flag: Fold takes the flag, brings it to the chest with head down and stationary and eyes looking down at the flag. Ensure no red is showing or any white is protruding, flag should be flat. ***Note: There is no head movement while inspecting the flag.***

10.6. Sequence of Events.

10.6.1. At the appropriate time the OIC/NCOIC commands **Ready, STEP** in a normal conversational tone. OIC/NCOIC and Fold step off together, shoulder-to-shoulder and Fold will have suspended arm swing. *Note: Ready Step is the only command given by the OIC/NCOIC throughout the ceremony.*

10.6.1.1. OIC/NCOIC will have the flag in hand prior to ceremony start time and the flag will be folded in a triangle shape.

10.6.2. When OIC/NCOIC and Fold approach the pre-designated performance area, they separate in a column formation (OIC/NCOIC walks in front of Fold). Upon arriving to their pre-determined positions, in-between the audience and the retiring member, they will automatically halt.

10.6.3. Once halted, OIC/NCOIC performs a three-count **About Face**. OIC/NCOIC begins to perform the “Half Dress” sequence.

10.6.4. Fold begins to unfold the flag. *Note: See page section 10.7. for official authorized Retirement script with Fold and narrator’s cues.*

10.6.5. Once the flag is completely unfolded, both members secure the four corners of the flag and bring it to “table top” position only. *Note: Do not tilt and face the flag towards the audience or “pop” the flag open!*

10.6.6. When the flag is folded, Fold will perform a “Full Dress” sequence and hand off the flag to the OIC/NCOIC.

10.6.7. When the flag is secured to the OIC/NCOIC’s chest, both OIC/NCOIC and Fold will step off simultaneously. Fold will exit to a pre-determined area out of sight from the ceremony. OIC/NCOIC will proceed to the Retiring Official, hands off the flag and renders a 3-second salute.

10.6.7.1. OIC/NCOIC grasps the flag with the right hand, keeping all fingers joined and pause. Rotate the flag in a clockwise motion with the right hand while simultaneously lifting the flag until the top of the flag is at eye level. The left hand comes up and joins the right hand, ensuring the fingers are joined and remain together.

10.6.8. The Retiring Official will take the flag from OIC/NCOIC, left hand over right. OIC/NCOIC will look at the flag without moving his/her head and perform a 3-second salute. OIC/NCOIC will exit to a pre-determined area out of sight from the ceremony.

10.6.9. The Retiring Official presents the flag to the Retiree and recites a message to the Retiring individual, followed by a slow salute to the flag. ***Note: The Retiring Official must rotate the flag so the flat edge is facing the Retiree.***

10.6.9.1. The message is: ***(Rank and Name,) on behalf of our squadron [or other unit], your friends and your family, I present this flag in recognition of your [number] years of faithful service with the United States Air Force.***

10.7.

RETIREMENT SCRIPT

(Narrator begins reading when the flag is draped over OIC/NCOIC's arm)

For more than 200 years, the American flag has been the symbol of our nation's unity, as well as a source of pride and inspiration for millions of citizens.

Born on June 14, 1777, the Second Continental Congress determined that the flag of the United States be thirteen stripes, alternating between seven red and six white; and that the union be thirteen stars, white in a blue field representing a new constellation. (1)

(Flag is at "table top" position)

Between 1777 and 1960, the shape and design of the flag evolved into the flag presented before you today. The 13 horizontal stripes represent the original 13 colonies, while the stars represent the 50 states of the Union. The colors of the flag are symbolic as well; red symbolizes hardiness and valor; white signifies purity and innocence; and blue represents vigilance, perseverance and justice. (1)

Traditionally, a symbol of liberty, the American flag has carried the message of freedom, and inspired Americans, both at home and abroad.

(Begin the first triangular fold)

In 1814, Francis Scott Key was so moved at seeing the Stars and Stripes waving after the British shelling of Baltimore's Fort McHenry that he wrote the words to The Star Spangled Banner. (3)

In 1892 the flag inspired Francis Bellamy to write the "Pledge of Allegiance," our most famous flag salute and patriotic oath. (3)

(Flag lands in the union)

In July 1969 the American flag was “flown” in space when Neil Armstrong planted it on the surface of the moon. (3)

Today, our flag flies on constellations of Air Force satellites that circle our globe, and on the fin flash of our aircraft in harms way in every corner of the world. Indeed, it flies in the heart of every Airman who serves our great Nation. The sun never sets on our US Air Force, nor on the flag we so proudly cherish. (3)

(OIC/NCOIC is tucking the flag)

Since 1776 no generation of Americans has been spared the responsibility of defending freedom... Today’s Airmen remain committed to preserving the freedom that others won for us, for generations to come.

By displaying the flag, and giving it a distinctive fold we show respect to the flag, and express our gratitude to those individuals who fought, and continue to fight for freedom, at home and abroad.

(OIC/NCOIC has the flag in hand)

Since the dawn of the 20th century, Airmen have proudly flown the flag in every major conflict on lands and skies around the world. It is their responsibility...our responsibility...to continue to protect and preserve the rights, privileges, and freedoms that we, as Americans, enjoy today.

The United States flag represents who we are. It stands for the freedom we all share and the pride and patriotism we feel for our country. We cherish its legacy, as a beacon of hope to one and all. Long may it wave.

****The Retiring Official should not say the message of retirement until the narrator completes the reading.***

(1) From a report Secretary of Congress Robert Thompson wrote to define the Seal of our Nation (1777).

(2) Text from President Woodrow Wilson's Flag Day message (1917).

(3) Based upon historical facts

Chapter 11

RETREAT CEREMONY

11.1. Personnel.

- 11.1.1. Non-Commissioned Officer-in-Charge (NCOIC) (1).
- 11.1.2. Flag-bearers (5 individuals for Base Flag); (2 individuals for All Purpose Flag).

11.2. Equipment.

- 11.2.1. Base or All Purpose flag.

11.3. Support Materials.

- 11.3.1. Security Police for traffic control.
- 11.3.2. Band or Installation PA system.

11.4. Preparation.

- 11.4.1. Schedule at least one practice one day prior to the ceremony.
- 11.4.2. The NCOIC ensures the Base Security Forces is notified of the upcoming retreat ceremony in order to provide the necessary traffic control.
- 11.4.3. Intersections surrounding the flagpole are blocked off 15 minutes prior to retreat time.

11.5. Sequence of Events.

- 11.5.1. At the appropriate time the NCOIC of the Flag-bearers commands **Forward, MARCH** and the Base Honor Guard moves into position:
 - 11.5.1.1. The flag lowering portion of the ceremony is conducted IAW *AFMAN 36-2203 Drill and Ceremonies, Chapter 7, Sec C-- Raising and Lowering the flag*.
- 11.5.2. The logistics of each installation will determine a large portion of how the retreat ceremony is conducted. While flexibility is required, great attention must be given to how the National flag is handled. The ultimate result of the ceremony should reflect pride and professionalism while providing the audience with a sense of patriotism.

Chapter 12

AIR FORCE RIFLE CORDON

12.1. General Information.

12.1.1. Personnel:

Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).

Cordon Members.

12.2. Cordon Sizes:

12.2.1. President/Ex-President, 21 members.

12.2.2. Vice-President, 19 members.

12.2.3. Secretary of Defense, 19 members.

12.2.4. Chairman of the Joint Chiefs of Staff/Chief of Staff, 19 members.

12.2.5. 4-Star General, 17 members.

12.2.6. 3-Star General, 15 members.

12.2.7. 2-Star General, 13 members.

12.2.8. 1-Star General, 11 members.

12.3. Formation and Advancement of Cordon.

12.3.1. The cordon is formed in two lines of equal numbers, the OIC/NCOIC may be positioned on the outside of either line and centered.

12.3.2. The OIC/NCOIC gives the command **Port, ARMS** followed by **Forward, MARCH**. Cordon marches to a predetermined position and picks up an automatic Mark Time.

12.3.3. The OIC/NCOIC gives the command **Cordon, HALT** and **Order, ARMS**.

12.4. Dressing Sequence.

12.4.1. The OIC/NCOIC gives the command **Center, FACE** followed by **Dress Center, DRESS**. The cordon drops their heads and adjust to the marks (If marks are not used, members use peripheral vision to adjust). The OIC/NCOIC gives the command **Ready, TWO**. The cordon snaps their heads and dress in the direction the official party will proceed. The OIC/NCOIC gives the command **Ready, FRONT**. The cordon snaps their heads straight forward.

12.4.2. The OIC/NCOIC gives the command **Ceremonial at, EASE**. The cordon awaits the arrival of the official party.

12.5. Arrival.

12.5.1. Upon the arrival of the official party, the OIC/NCOIC gives the command **Cordon, ATTENTION** followed by **Present, ARMS**. The official party passes through the cordon.

12.5.2. The OIC/NCOIC gives the command **Order, ARMS**.

12.6. Departure.

12.6.1. Upon the departure of the official party, the OIC/NCOIC gives the command **Present, ARMS**. The official party departs through the cordon.

12.6.2. The OIC/NCOIC gives the command **Order, ARMS**.

12.7. March Off.

12.7.1. The OIC/NCOIC should re-position to the end of the cordon in the direction that they will be traveling.

12.7.2. The OIC/NCOIC gives the command **Ready, FACE**. Both elements of the cordon face in the direction of the OIC/NCOIC.

12.7.3. The OIC/NCOIC gives the command **Port, ARMS** then **Forward, MARCH**.

Note: Appropriate guidance on cordons can be obtained from AFR 900-6 (1973 still current).

Chapter 13

SABER AND SWORD MANUALS AND CORDONS

13.1. General Information.

13.1.1. Personnel:

Saber/Sword members. (8) All members bear a sword/saber.

OIC/NCOIC (1).

13.2. Equipment.

13.2.1. The saber is worn by officers and the sword is worn by enlisted. Figure 13.1 shows the nomenclature for pertinent parts of the saber, sword, and scabbard.

13.2.2. The ceremonial belt.

13.2.3. White silicone gloves, leather gloves or gloves with grip material must be worn.

13.3. General Rules for Saber/Sword Cordons.

13.3.1. The cordon is formed in two elements four members deep, the OIC/NCOIC is centered outside one of the elements. When the cordon enters the performance area the team will be formed up, tallest to shortest.

13.3.2. The distance between the two elements depends on the available room. The distance between the members of each element is at least an arms length distance and should be at least adequate for those who are walking through the cordon to pass safely.

13.3.3. Distance can be adjusted in relationship to the performance area to achieve symmetrical spacing using pre-positioned marks on the floor.

13.4. Standing Manual of Arms.

13.4.1. **Attention.** This is the position before the command **Draw, SABER/SWORD.** The command to return the saber/sword to the position of Attention is **Return, SABER/SWORD.** The hands are behind the trouser seams and the thumbs touch the first joint of the forefingers

13.4.1.1. **Draw Saber/Sword.**

13.4.1.1.1. At the preparatory command **Draw**, grasp the scabbard with the left hand turning the scabbard clockwise 180-degrees, tilting it forward to form an angle of 45-degrees with the ground. Take the saber grip in the right hand and pull the saber about 6-inches. The right forearm is now parallel to the ground.

13.4.1.1.2. On the command of execution **SABER/SWORD**, the saber/sword is pulled out of the scabbard and held in the position of Carry saber/sword. The saber/sword is held with the inner blade-edge riding in a vertical position along the forward tip of the right shoulder.

13.4.2. **Carry Saber/Sword.**

13.4.2.1. At Carry saber/sword, the officer/enlisted is at the position of Attention. The saber/sword is held in the right hand; the wrist is as straight as possible with the thumb along the seam of the trouser leg. The point of the blade rests inside the point of the shoulder and not along the arm. The saber/sword is held in this position by the thumb and forefinger grasping the grip and it is steadied with the second finger behind the grip.

13.4.2.2. The Carry saber/sword position is assumed under the following situations:

13.4.2.2.1. To give commands.

13.4.2.2.2. To change positions.

13.4.2.2.3. By officers when officially addressing, or when officially addressed by, another officer, if the saber is drawn.

13.4.2.2.4. By enlisted when officially addressing an airman, or when officially being addressed by an officer, if the sword is drawn.

13.4.2.2.5. Before returning the saber/sword to the scabbard.

13.4.2.2.6. At the preparatory command for, and while marching at, quick time.

13.4.3. **Present Arms/Orders Arms.**

13.4.3.1. Present saber/sword may be executed from the Carry position when serving in the capacity of commander of troops (COT) or serving in a command that is not part of a larger unit. On the preparatory command of **Present**, the saber/sword is brought to a position (at the rate of two counts) approximately 4-inches from the nose so that the tip of the saber/sword is 6-inches from the vertical. At the command of execution **ARMS**, the right hand is lowered at the left side of the grip and the tip of the saber/sword about 6-inches from the marching surface.

13.4.3.2. On the command **Order, ARMS**, the saber/sword is returned to the position of Carry saber/sword.

13.4.4. Parade Rest/Attention.

13.4.4.1. **Parade Rest.** This position is assumed without moving the saber/sword from the **Order Arms** position. At the command of execution, the left foot is moved about 6-to 8-inches to the left of the right foot, and the left hand is placed in the small of the back, fingers extended and joined, palm to the rear.

13.4.4.2. At the command of execution **ATTENTION**, the left hand and foot are returned to the position of Attention. *Note: Whenever the saber/sword is at the Order Arms position the saber/sword is straight, not at an angle inward or outward in relationship to the body.*

13.4.5. Return Saber/Sword.

13.4.5.1. **Return Saber/Sword.** This three-count movement is executed from the position of Carry saber/sword.

13.4.5.1.1. At the preparatory command **Return** of the command **Officers/Enlisted, Return, SABER/SWORD**, the saber/sword is brought to a vertical position. The forearm (wrist) is held parallel to the marching surface about three inches from the body; the guard is pointed to the left.

13.4.5.1.2. At the command of execution **SABER/SWORD**, three actions take place simultaneously: the saber/sword is pivoted downward toward the guard, at the same time grasp the scabbard with the left hand just above the upper brass ring mounting. Tilt it forward and turn it clockwise 180-degrees. The scabbard should form a 45-degree angle with the ground, and the saber/sword bearer turns his head to the left and looks down to observe the mouthpiece of the scabbard (the shoulders remain squared to the front and level). As smoothly and as quickly as possible, the saber/sword is inserted into the scabbard and stopped so that about 12-inches of the blade is showing, the right forearm (wrist) is horizontal to the marching surface and 3-inches from the body.

13.4.5.1.3. At the command of execution **CUT** of the command **Ready, CUT**, the saber/ sword is thrust smartly into the scabbard, the scabbard is rotated so that its tip is forward, and the saber/sword bearer comes to Attention.

13.4.6. Ceremonial at Ease/Attention.

13.4.6.1. **Ceremonial at Ease.** This three-count movement is executed from the position of carry saber/sword.

13.4.6.1.1. (Count 1): On the preparatory command of **Ceremonial-At**, the officer/enlisted individual will stand fast. On the command of execution, **EASE**, the right hand lowers (at the rate of two counts) with the saber/sword straight, not an angle inward or outward in relationship to the body, the thumb facing outward and the tip of the saber/sword about 6-inches from the marching surface. Simultaneously, the left foot will leave the right foot 6 to 8-inches apart and the left hand is placed in the small of the back, fingers extended and joined, palm is to the rear.

13.4.6.1.2. (Count 2): The saber/sword is positioned to the front and centered on the body. The tip of the saber/sword is directly between and on-line with the left and right foot. The tip of the saber/sword is approximately 1-2 inches from the marching surface. The right thumb closet to the body; remaining fingers extended and joined farthest from the body. The left hand remains in the small of the back.

13.4.6.1.3. (Count 3): The left hand repositions and meets the right hand in front of the body. Left hand (fingers extended and joined) lies on top of right hand and thumb wraps around the palm of the hand. **Note: Once Count 3 is complete, slowly lower the saber/sword into and gently resting on the marching surface.**

13.4.6.2. **Return to position of Attention.** On the command **Honor, GUARD**, the saber/sword is returned to one of two positions. If personnel are serving in capacity of COT, position to be returned to is *Carry saber/sword*. If personnel are serving in capacity as part of "Staff", position to be returned to is *order saber/sword*.

13.4.6.2.1. If serving as COT, the COT returns to the position of *Carry saber/sword* executed in a three-count movement.

13.4.6.2.1.1. (Count 1): The grip of the saber/sword is grasped securely with the right hand, left hand remains in position.

13.4.6.2.1.2. (Count 2): Assume the position of **Parade Rest**.

13.4.6.2.1.3. (Count 3): Snap to the position of Attention by sharply returning the saber/sword to the position of Carry.

13.4.6.2.2. If serving as "Staff", "Staff" returns to the position of *Order saber/sword* executed in a three-count movement.

13.4.6.2.2.1. (Count 1): The grip of the saber/sword is grasped securely with the right hand, left hand remains in position.

13.4.6.2.2.2. (Count 2): Assume the position of **Parade Rest**.

13.4.6.2.2.3. (Count 3): Snap to the position of Attention by sharply returning the saber/sword to the position of Order.

13.5. Saber/Sword Cordon Sequence.

13.5.1. The cordon enters the performance area, tall to short, and at the position of Carry saber/sword.

13.5.2. The cordon picks up an automatic **Mark Time** on the marks and then halts.

13.5.3. The OIC/NCOIC gives the commands, **Center, FACE** followed by **Dress Center, DRESS**.

13.5.3.1. On the command **DRESS**, the cordon members execute a head snap down and make small adjustments to center on the mark.

13.5.3.2. The OIC/NCOIC gives the command **Ready, TWO**. The cordon members snap their head towards the two tallest individuals. *Note: The two taller individuals will snap their heads to the front.*

13.5.3.3. The OIC/NCOIC gives the next command **Ready, FRONT**. The cordon members snap their heads to the front. *Note: The two taller individuals will stand fast.*

13.5.4. Upon cue or advancement of the honorees, the OIC/NCOIC gives the command **Present, ARMS**.

13.5.4.1. The cordon members form the arch by extending their right arm, forming a straight line with their arm and the saber/sword. The saber/sword is at a 45-degree upward angle.

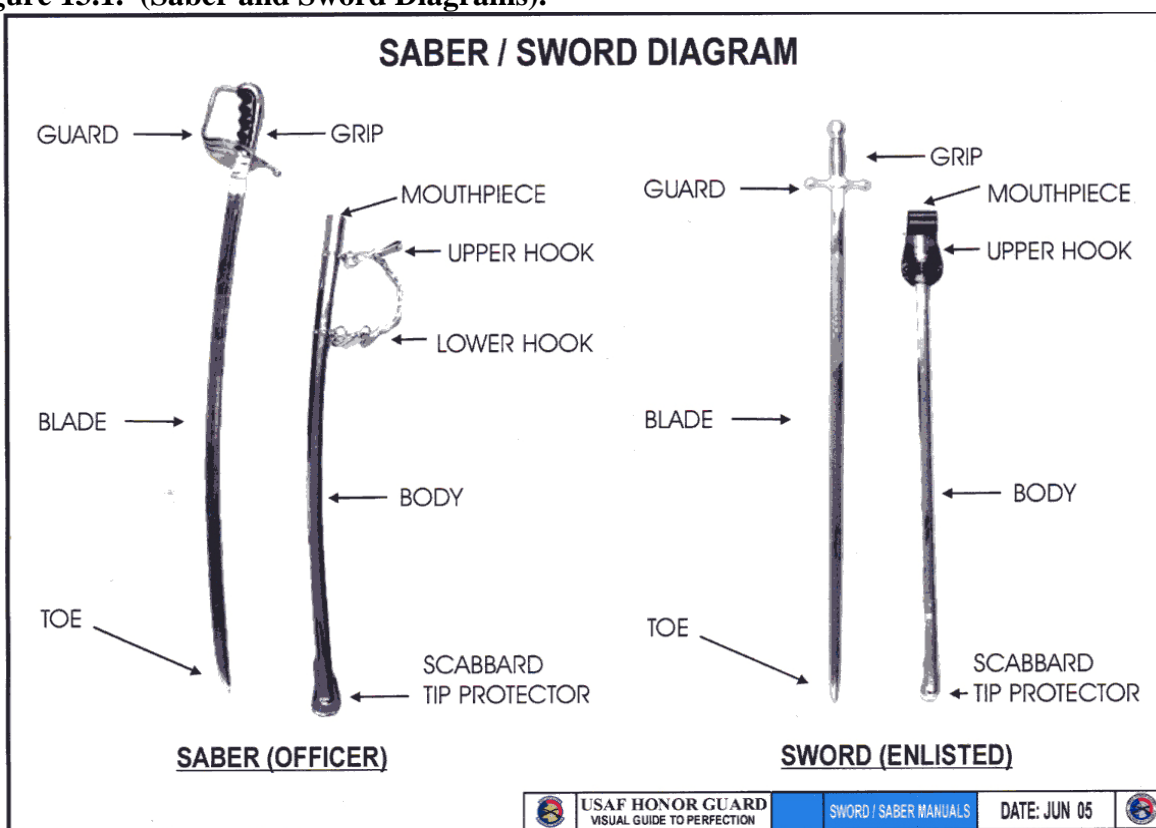
13.5.4.2. Once all honorees have exited the arch, the OIC/NCOIC gives the command **Order, ARMS**.

13.5.4.3. Cordon members return to the position of Carry saber/sword.

13.5.4.4. OIC/NCOIC gives the command **Ready, FACE**. Cordon members face in the direction they entered.

13.5.4.5. OIC/NCOIC gives the command **Forward, MARCH**. Members march to a predetermined location.

Figure 13.1. (Saber and Sword Diagrams).



Chapter 14

POW/MIA HAT TABLE CEREMONY

14.1. Personnel.

- 14.1.1. Officer in Charge/Non-Commissioned Officer in Charge (OIC/NCOIC) (1).
- 14.1.2. Hat Bearers (5).

14.2. Equipment.

- 14.2.1. Ceremonial Army hat (1).
- 14.2.2. Ceremonial Marine hat (1).
- 14.2.3. Ceremonial Navy hat (1).
- 14.2.4. Ceremonial Air Force hat (1).
- 14.2.5. Ceremonial Coast Guard hat (1).

14.3. Support Materials.

- 14.3.1. Red rose (1).
- 14.3.2. Yellow ribbon (1).
- 14.3.3. Slice of lemon on a coaster with a pinch of salt (1).
- 14.3.4. Place setting at an open table (1).
- 14.3.5. Wine glasses (5).
- 14.3.6. Vase (1).

Note: The host should supply all support materials.

14.4. Preparation.

14.4.1. OIC/NCOIC meets with host upon arrival at ceremony site to go over specifics:

14.4.1.1. Entrance cue.

14.4.1.2. Entrance and departure area.

14.4.1.3. Make sure that there is enough room around the table for all team members to walk.

14.4.1.4. Proper set-up of the table:

14.4.1.4.1. Yellow ribbon tied around vase, placed in the middle of the table.

14.4.1.4.2. Coaster with slice of lemon and pinch of salt on it is placed next to the vase.

14.4.1.4.3. There is only one place setting with plate, silverware, and wineglass.

14.4.1.4.4. The other four wineglasses should be placed evenly around the table in empty place settings.

14.4.1.4.5. Have team practice at least once prior to the ceremony.

14.5. Sequence of Events.

14.5.1. 15 minutes prior to ceremony the team lines up outside of the entrance: holding hats in correct Joint Service order (Army, Marines, Navy, Air Force, and Coast Guard), at waist level, and with the bill of the hat pointing out.

14.5.2. Once the narrator starts reading the POW/MIA HAT TABLE script the team is queued and enters the room headed toward the table.

14.5.3. Upon reaching the table the team circles it once and the OIC/NCOIC calls **HALT** when the Air Force hat is in front of the full place setting for the second time.

14.5.4. OIC/NCOIC calls **Ready, FACE** and the team faces the table.

14.5.5. The OIC/NCOIC starts the movement and at the same time all hat bearers move their right hands slowly around the front of the bill to the left side of the hat, touching their left hand. Then letting go with the left hand and keeping it in position, turning the hat around 180-degrees. Hat bearers then bend over and place hats in the place setting.

14.5.6. The hat bearers let go of the hat, stand up at Attention and reach out with their right hand and cup the wineglass. All wineglasses will be lifted out in front of the hat bearers meeting in the center of the table. Glasses are turned upside down and then lowered back down to the table.

14.5.7. When the glasses are securely on the table the bearers come back to the position of Attention.

14.5.8. OIC/NCOIC calls **Present, ARMS**. The hat bearers perform a three-second **Present, Arms** and a three-second **Order, Arms**. *Note: All commands are subdued and called only loud enough for the members of the team to hear.*

14.5.9. Once back at the position of Attention the OIC/NCOIC calls **Ready, FACE**. All hat bearers perform a **Right, Face**, wait one count, and then step off with no arm swing toward the predetermined departure area. *Note: If the host wishes, after the dinner is over the team may go back in and collect the hats. This is performed in the exact opposite order.*

14.6. Script.

14.6.1. The following pages are the recommended script according to the POW/MIA league of families and endorsed by the Department of Defense.

14.6.2. The number of personnel in the ceremony can vary from one to five. Deviations to the ceremony are authorized, but not suggested to maintain standardization and continuity. Circumstance may exist where accommodations must be made based on the number of hats equal to the number of personnel. Personnel can set the hats in place during the latter part of the script as appropriate (e.g. "the invert the glass" portion of the script).

MISSING MAN TABLE & HONORS CEREMONY

Courtesy of: NATIONAL LEAGUE OF FAMILIES OF AMERICAN PRISONERS AND
MISSING IN SOUTHEAST ASIA

Moderator: As you entered the dining area, you may have noticed a table at the front, raised to call your attention to its purpose -- it is reserved to honor our missing loved ones [or missing comrades in arms, for veterans]. Set for five, the empty places represent Americans still [our men] missing from each of the five services -- Army, Marine Corps, Navy, Air Force, Coast Guard. This Honors Ceremony symbolizes that they are with us, here in spirit. Some [here] in this room were very young when they were sent into combat; however, all Americans should never forget the brave men and women who answered our nation's call [to serve] and served the cause of freedom in a special way. I would like to ask you to stand, and remain standing for a moment of silent prayer, as the Honor Guard places the five service covers on each empty plate.

Honor Guard: (In silence or with dignified, quiet music as background, the Honor Guard moves into position around the table and simultaneously places the covers of the Army, Marine Corps, Navy, Air Force and Coast Guard, on the dinner plate at each table setting. The Honor Guard then departs.)

Moderator: Please be seated..... I would like to explain the meaning of the items on this special table. The table is round -- to show our everlasting concern for our missing men. The tablecloth is white -- symbolizing the purity of their motives when answering the call to duty. The single red rose, displayed in a vase, reminds us of the life of each of the missing, and the(ir) loved ones and friends of these Americans who keep the faith, awaiting answers. The vase is tied with a yellow ribbon, symbol of our continued determination to account for our missing. A slice of lemon on the bread plate is to remind us of the bitter fate of those captured and missing in a foreign land. A pinch of salt symbolizes the tears endured by those missing and their families who seek answers. The glass is inverted -- to symbolize their inability to share this evening's [morning's/days] toast. The chairs are empty -- they are missing. Let us now raise our water glasses in a toast to honor America's POW/MIAs and to the success of our efforts to account for them.

Note: The playing of Taps during the POW/MIA ceremony is not prohibited by AFPAM 34-1201/1202 or the USAF Honor Guard Training Guide. However it is highly recommended that Taps is not played. The justification for this is that Taps is played in honor of our fallen comrades who have served this country. The POW/MIA ceremony is to recognize those individuals who have served this country, but are not necessarily deceased. The playing of Taps in this case may be premature and could be deemed as offensive.

Chapter 15

HISTORY AND TRADITIONS

15.1. Flag History.

15.1.1. Just as our country received its birthright from people of many lands, so did the stars and stripes rise from several origins. The stars and stripes are symbols of heavens and the divine goal to which man has aspired since the beginning of time. The stripes are symbolic of the rays of light emanating from the sun.

15.1.2. Both have been represented on standards of nations, from banners of ancient Egypt and Babylon to the 12 star flag of the Spanish Conquistadors under Cortez. Continuing in favor, they spread to striped standards of Holland and West India company in the 17th Century and to the present patterns of stars and stripes on flags of several nations of Europe, Asia, Africa, and the Americas.

15.1.3. Many of the flags created by our forefathers were symbols of their struggles with the wilderness of new lands. Beavers, pine trees, rattlesnakes, and anchors are some examples used on the flags created by our forefathers with mottos such as: hope, liberty, appeals to heaven, or don't tread on me.

15.1.4. Standardization became necessary as the colonies became closer and the revolution grew.

15.1.5. On December 2, 1775 the Continental Congress approved a flag design to be flown by ships departing to intercept British supply vessels. Lt. John Paul Jones first hoisted the flag on the Alfred at Philadelphia. The flag had 13 red and white stripes and a canton with the British Union Jack, the St. George's and St. Andrew crossed on top. It was called the Continental Flag and later the Grand Union. It soon became inappropriate so they thought of a new idea for a flag.

15.1.6. An act of Congress established the Stars and Stripes on June 14, 1777. They stated that the 13 stars represented a "new constellation" on a union of blue. Stars and stripes were added over the years, but would get too big by adding stars and stripes for every added state. So, Capt. Samuel C. Reid, Commander of the General Armstrong in the War of 1812 and Peter Waldone suggested to Congress that they should have a flag with 13 stripes for the 13 original colonies and just add a star for every new state on the blue union. Congress approved the idea on April 18, 1818. The flag would have 13 alternating red and white stripes, 7 red and 6 white, for the 13 original colonies and a new star would be added for each new state on July 4 following it's admission. The next flag made after it was passed had twenty stars. Stars were added over the years and the union began to fill. Then on July 4, 1960 we were flying our present flag with the admission of Hawaii as our 50th state.

15.1.7. Traditional customs and practices of displaying our flag and ensuring that it is properly honored were gathered by veterans and other patriotic organizations over 50 years ago. These served as a voluntary guide until World War II when Congress prepared a formal code of flag etiquette to assure uniform practices throughout the nation.

In a joint resolution by both Houses in the 77th Congress, the Code became Public Law 829-77 on December 22, (1947). It was a guide for citizens who were not required to conform to the regulations of the armed forces or other branches of the government. The military services and the Department of Defense (DoD) have instructions, regulations, and manuals prescribing the use and display of the flag. Examples include DoD Instruction #1005.6, Half-staffing of the American Flag.

15.1.8. When our flag is raised it should be raised briskly. When lowered, it should be lowered ceremoniously. The same ceremonious respect should be used when folding our flag. By folding our flag with dignity and honor, we not only show our respect to our flag but patriotism to our country.

15.1.9. Webster's dictionary definition of a flag is: A piece of fabric displayed to identify a nation, group of persons, or to serve as a signal. The meaning derived from the design of our nation's flag carries many traditions.

15.2. Changes in Flags.

15.2.1. In 1912, New Mexico and Arizona were admitted to the Union to increase the number of stars to 48, the number remained that way for more than 46 years and two world wars. Finally, in January 1959 Alaska was admitted into the Union bringing the number to 49. From the first flag to our present, 27 changes were made to finalize the combination of 50 white stars on a blue field and 7 red and 6 white stripes.

15.3. Flags on Graves.

15.3.1. The flags on graves we display on Memorial Day were started by Mrs. Laura D. Richardson of Knoxville, Tennessee. Mrs. Richardson was the Chairperson of a committee of 4 women to obtain flowers for decorating the three thousand graves in the national cemetery of Knoxville. Unfortunately, the flowers were unavailable or out-of-season, so a substitute was added. One day she saw some flags in the store window and got an instant idea. She purchased the flags and persuaded the local lumber mill to provide the wood for the tiny flagpoles and on May 30, 1874 we saw the flags in a national cemetery for the first time.

15.4. Flags Covering Caskets.

15.4.1. The custom of covering the casket with a flag believed to have occurred during the pre-Civil War, Civil War days when on the battlefield caskets were not available. The flag was wrapped around the dead soldier's body forming a makeshift pall in which he could be buried. The word pall can mean different things depending on where you look. For example: A cloth often of velvet for spreading over a coffin, bier, or tomb (American College Dictionary) or denotes the flag held at waist level, stretched taut and kept even at all points while being held. Later, this custom assumed a deeper significance. According the US Flag Code, the union of the flag should always be draped over the left shoulder of the deceased. It may be said that the flag is embracing the deceased who in life has served the flag. Today, the American Flag that covers the casket symbolizes the decedent's service in the armed forces of the United States of America.

15.5. Flag Position (Open Casket).

15.5.1. It is customary to drape the flag on the casket over the part of the cover, which is usually left on the casket during the period that the body is being viewed. The flag is placed in the same position as when it is used to cover the casket (union at the head over the left shoulder) union in full view. The stripes should be folded under so the flag will not hang excessively at the foot.

15.6. Disposal of the Flag.

15.6.1. According to United States Code, Title 4 and Title 36, Chapters 1 and 10, Sections 8 (k) and 176 (k), the flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

15.6.2. According to Army Regulation 840-10, 2-12, c. Unserviceable flags of the United States. "...If the unserviceable flag has historic value, a tag containing the historical information should be attached to the flag, and it should be kept as a memento of service by the unit of office to which it belongs..."

15.7. Taps.

15.7.1. Originally, the American Army used the French L'Extinction Des Feux (Lights Out) for Taps. It was said to be Napoleon's favorite but it did not suit General Daniel Butterfield. Not knowing a note of music, General Butterfield decided to put something together more suited for signaling the end of the day's activity. With the help of the brigade bugler, Oliver W. Norton, General Butterfield created Taps one night in July 1862. Taps was made official throughout the Army in 1932.

15.7.2. Taps was used in connection with military funerals during the same campaign. A soldier was buried at a time when Capt. Tidball's battery occupied an advanced position concealed in the woods. It was unsafe to fire the customary three volleys over the grave. So, Capt. Tidball thought that Taps would be the most appropriate ceremony that could be substituted. The custom went up through the chain-of-command of the Army and was finally confirmed by orders.

15.7.3. Taps over the grave today marks the beginning of the long last sleep and expresses hope and confidence in an ultimate reveille to come.

15.7.4. Words for Taps:

*Fades the light,
and afar
Goeth day
Cometh night;
and a star
Leadeth all,
Speedeth all
To their rest.
Day is done,
Gone the sun,
From the hills,
From the lake,
From the sky,
All is well,
Safely rest,
God is nigh*

15.8. Base Honor Guard Creed

Handpicked to serve as a member of the (BASE NAME) Honor Guard, my standards of conduct and level of professionalism must be above reproach, for I represent all others in my service.

Others earned the right for me to wear the ceremonial uniform, one that is honored in rich tradition and history. I will honor their memory by wearing it properly and proudly.

Never will I allow my performance to be dictated by the type of ceremony, severity of the temperature, or size of the crowd. I will remain superbly conditioned to perfect all movements throughout every drill and ceremony.

Obligated by my oath I am constantly driven to excel by a deep devotion to duty and a strong sense of dedication.

Representing every member, past and present, of the United States Air Force, I vow to stand sharp, crisp, and motionless, for I am a ceremonial guardsman.

Chapter 16

CEREMONIAL UNIFORMS AND EQUIPMENT CATALOG

MEMO FOR BASE HONOR GUARD OIC/NCOIC

The “Ceremonial Uniforms and Equipment” supply catalog was developed to assist Base Honor Guard personnel in locating a source of supply for required items to support their mission. This book was devised on the idea to give all Base, Air Force Reserve, and Air National Guard Honor Guard Units the most direct route to obtain the items they may require. For example: An enlisted service blouse may be procured through normal supply channels (Individual Equipment Element) or through AAFES Military Clothing Sales Store. It is known that some units have no access to a Military Clothing Sales Store therefore all the National Stock Numbers, (NSN) for the basic Ceremonial Uniform is provided since at a minimum all base’s will have a host Base Supply from which to order mission essential items.

The supply catalog is separated into two sections, which are the Ceremonial Uniform Equipment and Accessories and Armory Equipment. Each item is listed under the suggested source of supply, point of contact and method of payment. Some items will have special notes at the bottom of the page to assist in the ordering process, as some items have a minimum order requirement or specific lettering font. Prices are not listed due to the variation of pricing on the products.

If any questions should arise in your research efforts please feel free to contact the USAF Honor Guard at bhg.training@bolling.af.mil. We will make every effort to assist you anyway possible and ensure that you meet all your mission requirements.

Section 1

16.1.

BASE SUPPLY CEREMONIAL UNIFORM & ACCESSORIES

ITEM	NSN
Ascot	8455-00-405-2294
Cap Knit, Black	8405-01-006-1074
Coat All-Weather Size 34S	8405-01-174-5117
Coat All-Weather Size 34R	8405-01-174-5118
Coat All-Weather Size 34L	8405-01-175-2278
Coat All-Weather Size 34XL	8405-01-175-2279
Coat All-Weather Size 36S	8405-01-175-2280
Coat All-Weather Size 36R	8405-01-175-2281
Coat All-Weather Size 36L	8405-01-175-2282
Coat All-Weather Size 36XL	8405-01-175-2283
Coat All-Weather Size 38S	8405-01-175-2284
Coat All-Weather Size 38R	8405-01-175-2285
Coat All-Weather Size 38L	8405-01-175-2286
Coat All-Weather Size 38XL	8405-01-175-2287
Coat All-Weather Size 40S	8405-01-175-2288
Coat All-Weather Size 40R	8405-01-175-2289
Coat All-Weather Size 40L	8405-01-175-2290
Coat All-Weather Size 40XL	8405-01-175-2291
Coat All-Weather Size 42S	8405-01-175-2292
Coat All-Weather Size 42R	8405-01-175-2293
Coat All-Weather Size 42L	8405-01-175-2294
Coat All-Weather Size 42XL	8405-01-175-2295
Coat All-Weather Size 44S	8405-01-175-2296
Coat All-Weather Size 44R	8405-01-175-2297
Coat All-Weather Size 44L	8405-01-175-2298
Coat All-Weather Size 44XL	8405-01-175-2299
Coat All-Weather Size 46S	8405-01-175-2300
Coat All-Weather Size 46R	8405-01-175-2301

Coat All-Weather Size 46L	8405-01-175-2302
Coat All-Weather Size 46XL	8405-01-175-2303
Coat All-Weather Size 48S	8405-01-175-2304
Coat All-Weather Size 48R	8405-01-175-2305
Coat All-Weather Size 48L	8405-01-175-2306
Coat All-Weather Size 48XL	8405-01-175-2307
Gloves, Dress Womens Size 8	8440-00-310-1172
Gloves, Dress Mens Small	8440-00-160-0770
Gloves, Dress Mens Medium	8440-00-160-0874
Gloves, Dress Mens Large	8440-00-160-0875
Jacket, Lightweight Blue Size 34S	8405-01-298-6881
Jacket, Lightweight Blue Size 34R	8405-01-298-6882
Jacket, Lightweight Blue Size 34L	8405-01-298-6883
Jacket, Lightweight Blue Size 36S	8405-01-298-6884
Jacket, Lightweight Blue Size 36R	8405-01-298-6885
Jacket, Lightweight Blue Size 36L	8405-01-298-6886
Jacket, Lightweight Blue Size 36XLS	8405-01-298-6887
Jacket, Lightweight Blue Size 38S	8405-01-298-6888
Jacket, Lightweight Blue Size 38R	8405-01-298-6889
Jacket, Lightweight Blue Size 38L	8405-01-298-6890
Jacket, Lightweight Blue Size 38XL	8405-01-298-6891
Jacket, Lightweight Blue Size 40S	8405-01-298-6892
Jacket, Lightweight Blue Size 40R	8405-01-298-6893
Jacket, Lightweight Blue Size 40L	8405-01-298-6894
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Jacket, Lightweight Blue Size 48XL	8405-01-298-6910

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Jacket, Lightweight Blue Size 50L	8405-01-298-6912
Jacket, Lightweight Blue Size 50XL	8405-01-298-6913
Scarf, Gray	8440-00-160-6843
Shirt, Mens Blue Short/Sleeve Size 13 ½	8405-01-262-4534
Shirt, Mens Blue Short/Sleeve Size 14	8405-01-262-4535
Shirt, Mens Blue Short/Sleeve Size 14 ½	8405-01-262-4536
Shirt, Mens Blue Short/Sleeve Size 15	8405-01-262-4537
Shirt, Mens Blue Short/Sleeve Size 15 ½	8405-01-262-4538
Shirt, Mens Blue Short/Sleeve Size 16	8405-01-262-4539
Shirt, Mens Blue Short/Sleeve Size 16 ½	8405-01-262-4540
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Shirt, Mens Blue Short/Sleeve Size 17 ½	8405-01-262-4542
Shirt, Mens Blue Short/Sleeve Size 18	8405-01-262-4543
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Shirt, Mens Blue Long/Sleeve Size 13 ½ x 32	8405-01-212-7431
Shirt, Mens Blue Long/Sleeve Size 13 ½ x 33	8405-01-212-7432
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Shirt, Mens Blue Long/Sleeve Size 15 ½ x 36	8405-01-212-7460
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Shirt, Mens Blue Long/Sleeve Size 16 x 34	8405-01-212-7464
Shirt, Mens Blue Long/Sleeve Size 16 x 35	8405-01-212-7465
Shirt, Mens Blue Long/Sleeve Size 16 x 36	8405-01-212-7466
Shirt, Mens Blue Long/Sleeve Size 16 ½ x 31	8405-01-212-7467
Shirt, Mens Blue Long/Sleeve Size 16 ½ x 32	8405-01-212-7468
Shirt, Mens Blue Long/Sleeve Size 16 ½ x 33	8405-01-212-7469
Shirt, Mens Blue Long/Sleeve Size 16 ½ x 34	8405-01-212-7470
Shirt, Mens Blue Long/Sleeve Size 16 ½ x 35	8405-01-212-7471
Shirt, Mens Blue Long/Sleeve Size 16 ½ x 36	8405-01-212-7472
Shirt, Mens Blue Long/Sleeve Size 16 ½ x 37	8405-01-212-7473
Shirt, Mens Blue Long/Sleeve Size 17 x 32	8405-01-212-7474
Shirt, Mens Blue Long/Sleeve Size 17 x 33	8405-01-212-7475
Shirt, Mens Blue Long/Sleeve Size 17 x 34	8405-01-212-7476
Shirt, Mens Blue Long/Sleeve Size 17 x 35	8405-01-212-7477
Shirt, Mens Blue Long/Sleeve Size 17 x 36	8405-01-212-7478
Shirt, Mens Blue Long/Sleeve Size 17 x 37	8405-01-395-7268
Shirt, Mens Blue Long/Sleeve Size 17 ½ x 32	8405-01-212-7479
Shirt, Mens Blue Long/Sleeve Size 17 ½ x 33	8405-01-212-7480
Shirt, Mens Blue Long/Sleeve Size 17 ½ x 34	8405-01-212-7481
Shirt, Mens Blue Long/Sleeve Size 17 ½ x 35	8405-01-212-7482
Shirt, Mens Blue Long/Sleeve Size 17 ½ x 37	8405-01-395-7267
Shirt, Mens Blue Long/Sleeve Size 18 x 35	8405-01-395-7271
Shirt, Mens Blue Long/Sleeve Size 18 ½ x 35	8405-01-395-7269
Slacks, Womens 6 Short	8410-01-375-8474
Slacks, Womens 6 Regular	8410-01-375-8475
Slacks, Womens 6 Long	8410-01-375-8476
Slacks, Womens 8 Short	8410-01-375-8477
Slacks, Womens 8 Regular	8410-01-375-8478
Slacks, Womens 8 Long	8410-01-375-8479
Slacks, Womens 10 Short	8410-01-375-8480

Slacks, Womens 10 Regular	8410-01-375-8481
Slacks, Womens 10 Long	8410-01-375-8482
Slacks, Womens 12 Short	8410-01-375-8483
Slacks, Womens 12 Regular	8410-01-375-8484
Slacks, Womens 12 Long	8410-01-375-8485
Slacks, Womens 14 Short	8410-01-375-8486
Slacks, Womens 14 Regular	8410-01-375-8487
Slacks, Womens 14 Long	8410-01-375-8489
Slacks, Womens 16 Short	8410-01-375-8490
Slacks, Womens 16 Regular	8410-01-375-8491
Slacks, Womens 16 Long	8410-01-375-8492
Slacks, Womens 18 Regular	8410-01-375-8493
Slacks, Womens 18 Long	8410-01-375-8494
Slacks, Womens 20 Regular	8410-01-375-8495
Slacks, Womens 20 Long	8410-01-375-8496
Tape, Duct	5640-00-103-2254
Tape, Masking	5970-00-543-1154
Thermals, Mens Top Size Medium	8415-00-270-2013
Thermals, Mens Top Size Large	8415-00-270-2014
Thermals, Mens Top Size X-Large	8415-00-270-2015
Thermals, Mens Bottom Size Medium	8415-00-782-3227
Thermals, Mens Bottom Size Large	8415-00-782-3228
Thermals, Mens Bottom Size X-Large	8415-00-782-3229
Tie, Mens	8440-01-381-5531
Tie, Tab	8440-01-375-8394
Trousers, Mens Size 26S	8405-01-378-0011
Trousers, Mens Size 26R	8405-01-377-9441
Trousers, Mens Size 26L	8405-01-377-9547
Trousers, Mens Size 27S	8405-01-377-9590
Trousers, Mens Size 27R	8405-01-377-9883
Trousers, Mens Size 27L	8405-01-377-9636
Trousers, Mens Size 28S	8405-01-377-9667
Trousers, Mens Size 28R	8405-01-378-0045
Trousers, Mens Size 28L	8405-01-377-9556
Trousers, Mens Size 29S	8405-01-377-9605
Trousers, Mens Size 29R	8405-01-377-9344
Trousers, Mens Size 29L	8405-01-378-0058

Trousers, Mens Size 30S	8405-01-377-9748
Trousers, Mens Size 30R	8405-01-378-0071
Trousers, Mens Size 30L	8405-01-377-9877
Trousers, Mens Size 31S	8405-01-377-9891
Trousers, Mens Size 31R	8405-01-378-0040
Trousers, Mens Size 31L	8405-01-377-9738
Trousers, Mens Size 32S	8405-01-377-9784
Trousers, Mens Size 32R	8405-01-377-9800
Trousers, Mens Size 32L	8405-01-377-9702
Trousers, Mens Size 33S	8405-01-377-9665
Trousers, Mens Size 33R	8405-01-377-9769
Trousers, Mens Size 33L	8405-01-377-9871
Trousers, Mens Size 34S	8405-01-377-9811
Trousers, Mens Size 34R	8405-01-378-0036
Trousers, Mens Size 34L	8405-01-377-9677
Trousers, Mens Size 35S	8405-01-377-9332
Trousers, Mens Size 35R	8405-01-377-9647
Trousers, Mens Size 35L	8405-01-377-9824
Trousers, Mens Size 36S	8405-01-377-9687
Trousers, Mens Size 36R	8405-01-377-9497
Trousers, Mens Size 36L	8405-01-377-9806
Trousers, Mens Size 37S	8405-01-377-9535
Trousers, Mens Size 37R	8405-01-377-9486
Trousers, Mens Size 37L	8405-01-377-9352
Trousers, Mens Size 38S	8405-01-377-8089
Trousers, Mens Size 38R	8405-01-377-8090
Trousers, Mens Size 38L	8405-01-377-8096
Trousers, Mens Size 39S	8405-01-377-8102
Trousers, Mens Size 39R	8405-01-377-8091
Trousers, Mens Size 39L	8405-01-377-8092
Trousers, Mens Size 40S	8405-01-377-8093
Trousers, Mens Size 40R	8405-01-377-8104
Trousers, Mens Size 40L	8405-01-377-8094
Trousers, Mens Size 42S	8405-01-377-8095
Trousers, Mens Size 42R	8405-01-377-8106

Trousers, Mens Size 42L	8405-01-377-8098
Trousers, Mens Size 44S	8405-01-377-8107
Trousers, Mens Size 44R	8405-01-377-8097
Trousers, Mens Size 44L	8405-01-377-8099

WOMENS SHIRT, LONG SLEEVE TUCK-IN

SIZE	BUST	SLEEVE	NSN
2S	31-1/2	28-3/4	8410-01-378-4004
2R	31-1/2	30-1/4	8410-01-378-2919
2L	31-1/2	32-7/8	8410-01-378-0267
4S	32-1/2	29	8410-01-378-3920
4R	32-1/2	30-1/2	8410-01-378-3972
4L	32-1/2	33-1/8	8410-01-378-3146
6S	33-1/2	29-1/4	8410-01-378-4154
6R	33-1/2	30-3/4	8410-01-378-2994
6L	33-1/2	33-3/8	8410-01-378-0269
8S	34-1/2	39-5/8	8410-01-378-3159
8R	34-1/2	31-1/8	8410-01-378-4167
8L	34-1/2	33-7/8	8410-01-378-4256
10S	36	30	8410-01-378-3985
10R	36	31-1/2	8410-01-378-3811
10L	36	34-1/4	8410-01-378-0270
12S	37-1/2	30-1/4	8410-01-378-3041
12R	37-1/2	31-3/4	8410-01-378-3113
12L	37-1/2	34-1/2	8410-01-378-0271
14S	39	30-1/2	8410-01-378-2963
14R	39	32	8410-01-378-3032
14L	39	34-3/4	8410-01-378-4012
16S	41	30-7/8	8410-01-378-2901
16R	41	32-3/8	8410-01-378-4248
16L	41	35-1/8	8410-01-378-3025
18S	43	31-1/4	8410-01-378-3120
18R	43	32-3/4	8410-01-378-2894
18L	43	35-1/2	8410-01-378-2958

20S	45	31-1/2	8410-01-378-0265
20R	45	33	8410-01-378-3969
20L	45	35-3/4	8410-01-378-4231

SIZE	BUST	NSN
2	31-1/2	8410-01-378-2906
4	32-1/2	8410-01-378-4178
6	33-1/2	8410-01-378-0266
8	34-1/2	8410-01-378-3074
10	36	8410-01-378-3126
12	37-1/2	8410-01-378-4142
14	39	8410-01-378-3833
16	41	8410-01-378-4251
18	43	8410-01-378-3054
20	45	8410-01-378-0268

BATTLE DRESS UNIFORM

ITEM	NSN
BDU Trouser, X-Small-Short	8415-01-390-8556
BDU Trouser, X-Small-Regular	8415-01-391-1061
BDU Trouser, X-Small-Long	8415-01-390-8939
BDU Trouser, Small-Short	8415-01-391-1062
BDU Trouser, Small-Regular	8415-01-390-8943
BDU Trouser, Small-Long	8415-01-390-8941
BDU Trouser, Medium-Short	8415-01-390-8944
BDU Trouser, Medium-Regular	8415-01-390-8948
BDU Trouser, Medium-Long	8415-01-390-8946
BDU Trouser, Large-Short	8415-01-390-8950
BDU Trouser, Large-Regular	8415-01-390-8949
BDU Trouser, Large-Long	8415-01-391-1063
BDU Trouser, X-Large-Short	8415-01-390-8952
BDU Trouser, X-Large-Regular	8415-01-390-8954
BDU Trouser, X-Large-Long	8415-01-390-8953

BDU Blouse, X-Small-Short	8415-01-390-8546
BDU Blouse, X-Small-Regular	8415-01-390-8538
BDU Blouse, Small-Short	8415-01-390-8539
BDU Blouse, Small-Regular	8415-01-390-8545
BDU Blouse, Small-Long	8415-01-390-8543
BDU Blouse, Medium-Short	8415-01-390-8548
BDU Blouse, Medium-Regular	8415-01-390-8544
BDU Blouse, Medium-Long	8415-01-390-8549
BDU Blouse, Medium-X-Long	8415-01-390-8547
BDU Blouse, Large-Short	8415-01-390-9648
BDU Blouse, Large-Regular	8415-01-390-8550
BDU Blouse, Large-Long	8415-01-390-8553
BDU Blouse, Large-X-Long	8415-01-390-8551
BDU Blouse, X-Large-Regular	8415-01-390-8555
BDU Blouse, X-Large-Long	8415-01-390-8552

STRIPES

ITEM	NSN
Amn Blue 3 ½"	8455-01-388-9539
Amn Blue 4"	8455-01-388-8487
Amn Blue Metal Chevron Insignia	8455-01-384-9492
Amn Subdued	8455-01-389-2100
Amn Subdued Metal Chevron Insignia	8455-01-434-0947
A1C Blue 3 ½"	8455-01-388-9548
A1C Blue 4"	8455-01-388-8484
A1C Blue Metal Chevron Insignia	8455-01-384-9490
A1C Subdued	8455-01-389-2098
A1C Subdued Metal Chevron Insignia	8455-01-434-5058
SrA Blue 3 ½"	8455-01-388-9523
SrA Blue 4"	8455-01-388-8152
SrA Blue Metal Chevron Insignia	8455-01-384-9489
SrA Subdued	8455-01-388-9534
SrA Subdued Metal Chevron Insignia	8455-01-434-5720
SSgt Blue 3 ½"	8455-01-388-9536
SSgt Blue 4"	8455-01-388-8092
SSgt Blue Metal Chevron Insignia	8455-01-384-9487
SSgt Subdued	8455-01-388-9519
SSgt Subdued Metal Chevron Insignia	8455-01-434-5725
TSgt Blue 3 ½"	8455-01-388-9530
TSgt Blue 4"	8455-01-388-8180
TSgt Blue Metal Chevron Insignia	8455-01-384-9486
TSgt Subdued	8455-01-388-9524
TSgt Subdued Metal Chevron Insignia	8455-01-434-6797
MSgt Blue 3 ½"	8455-01-388-9522
MSgt Blue 4"	8455-01-388-8219
MSgt Blue Metal Chevron Insignia	8455-01-384-9491
MSgt Subdued	8455-01-388-8485
MSgt Subdued Metal Chevron Insignia	8455-01-434-0949
MSgt Blue 3 ½" 1 st Sgt	8455-01-388-9528

MSgt Blue 4" 1 st Sgt	8455-01-388-8129
MSgt Blue Metal Chevron Insignia 1 st Sgt	8455-01-386-1328
MSgt Subdued 1 st Sgt	8455-01-388-8486
MSgt Subdued Metal Chevron Insignia 1 st Sgt	8455-01-434-0950
SMSgt Blue 3 ½"	8455-01-388-9517
SMSgt Blue 4"	8455-01-388-8131
SMSgt Blue Metal Chevron Insignia	8455-01-384-9488
SMSgt Subdued	8455-01-388-8488
SMSgt Subdued Metal Chevron Insignia	8455-01-434-6817
SMSgt Blue 3 ½" 1 st Sgt	8455-01-389-2155
SMSgt Blue 4" 1 st Sgt	8455-01-388-8176
SMSgt Blue Metal Chevron Insignia 1 st Sgt	8455-01-386-1440
SMSgt Subdued 1 st Sgt	8455-01-388-8483
SMSgt Subdued Metal Chevron Insignia 1 st Sgt	8455-01-434-6999
CMSgt Blue 3 ½"	8455-01-388-9537
CMSgt Blue 4"	8455-01-389-4462
CMSgt Blue Metal Chevron Insignia	8455-01-384-9493
CMSgt Subdued	8455-01-389-2094
CMSgt Subdued Metal Chevron Insignia	8455-01-434-0951
CMSgt Blue 3 ½" 1 st Sgt	8455-01-388-9542
CMSgt Blue 4" 1 st Sgt	8455-01-388-8227
CMSgt Blue Metal Chevron Insignia 1 st Sgt	8455-01-386-1398
CMSgt Subdued 1 st Sgt	8455-01-388-8489
CMSgt Subdued Metal Chevron Insignia 1 st Sgt	8455-01-434-0952

16.2. BERNARD HAT COMPANY

POC: Customer Service

Address: Bernard Cap Company
 9800 NW 79 Ave
 Hialeah Gardens, FL 33016

Phone: (305) 822-4800

FAX: (305) 825-1681

Website: www.bernardcap.com

Payment: IMPAC Visa Card

ITEM
Hat Ceremonial Enlisted / Company Grade Size 6 ½ - 7 ¾
Hat Ceremonial Field Grade Size 6 ½ - 7 ¾
Cover, Rain cap Small

16.3.**CLOTHING SALES**

POC: Local Military Clothing Sales and Service
AAFES Military Clothing Catalog

Address: Anywhere AFB

Phone: Local
1-800-527-2345

Payment: IMPAC Visa Card

ITEM	PART #	SIZES AVAILABLE
Air Force Tape BDU		N/A
All-Weather Coat	M504B	34S-48L
Corcoran Jump Boots	M506J	6D-14 EEE
Enlisted Blouse	M502A1	36S-50L
Function Badge BDU		N/A
Function Badge Mirror Finish		N/A
Glove, Isotoner Black		MED-XLRG
Lightweight Blue Jacket	M504A	34S-48L
Name Tape BDU		N/A
Officer Service Blouse	M502A2	36S-50L
Ribbons		N/A
Shoe, Bates Style 942	M505F	6D-14 ½ E
Topcoats Ceremonial	M504C	36S-50L

Note: The shoes are available in half sizes through size 11. Anything above a size 12 cannot be ordered in half sizes.

16.4.

**CUSTOM LEATHER CRAFT MANUFACTURING
COMPANY, INC.**

POC: Customer Service

Address: Custom Leather Craft Manufacturing Company, Inc.
10240 S. Alameda St.
South Gate, CA. 90280

Phone: (212) 752-2221 Extension 144
Fax: (212) 752-9429

Website: www.clccustomleathercraft.com

Payment: Check

ITEM	PART NUMBER
Support. Back (Waist Size 22" – 28")	5900XS
Support Back (Waist Size 28" – 32")	5900S
Support Back (Waist Size 32" – 38")	5900M
Support Back (Waist Size 38" – 47")	5900L
Support Back (Waist Size 47" – 56:")	5900XL

16.4. GLAMOUR GLOVE CORPORATION

POC: Customer Service

Address: 15 W. 28th St. 4th Floor
New York, NY. 10001

Phone: (212) 803-1600

Website: N/A

Payment: Check

ITEM	PART NUMBER
Sensitized, Glove, Saber XSML	8440XS
Sensitized, Glove, Saber SML	8440S
Sensitized, Glove, Saber MED	8440M
Sensitized, Glove, Saber LRG	8440L
Sensitized, Glover, Saber XLRG	8440XL

16.6. KINGFORM CAP COMPANY, INC.

POC: Customer Service

Address: PO Box 230329
 184-08 Jamaica Avenue
 Hollis, NY. 11423-0329

Phone: (718) 776-7070

Fax: (718) 776-6826

Website: www.kingformcap.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Cold Weather Cap (Bunny Cap) S-XL	6400
Ceremonial Hat (Enlisted)	1235
Field Grade Ceremonial Hat (Officer)	1245

16.7.

OWEN'S SKI AND SPORT

POC: Customer Service

Address: Owen's Ski and Sport
3070 Festival Way
Waldorf, MD. 20601

Phone: (301) 843-9899

FAX: (301) 843-7727

Website: www.owensski910@cs.com

Payment: IMPAC Visa Card

ITEM
Hot Chillys Micro-Elite II Medium
Hot Chillys Micro-Elite II Large
Hot Chillys Micro-Elite II X-Large
Extreme Cold Weather Sock Liner Medium
Extreme Cold Weather Sock Liner Large
Extreme Cold Weather Glove Liner Small
Extreme Cold Weather Glove Liner Large
Warmers, Toe
Warmers, Hand

16.8.**SPORTSLINE**

POC: Ken King

Address: Sports Line
P.O. Box 1121
Stuarts Draft, VA. 24477

Phone: (540) 337-5068

FAX: (540) 337-5069

Payment: IMPAC Visa Card

ITEM
Job Bag, Blue w/Velcro
BDU Ball Cap, Black w/BASE HONOR GUARD embroidered
Running Suit, PT Gear Set Top & Bottom (Med-XXL)
Shorts, PT (Med-XXL) * Shorts are reversible royal and foxy gray
Shirt, PT Ash Gray (Med-XLarge)
Shirt, Black (Med-XLarge)

16.9. WOLVERINE BATES DIVISION

POC: Pat Teft

Address: Wolverine Bates Division
 9345 Courtland Dr.
 Rockford, MI. 49351

Phone: 1-800-253-2184

FAX: 1-800-325-8164

Website: www.batesfootwear.com

Payment: IMPAC Visa Card

ITEM
Bates Style 942 Oxford Shoe 6D – 14EEE
Bates Style 157 Double Sole Oxford Shoe 6D – 14EEE **Minimum order of 6 pr**Allow 4-6 months for delivery**

16.10.**VANGUARD**

POC: Charles Bostwick

Address: Vanguard
172 Azelea Gardens Road
Norfolk, VA. 23502

Phone: 1-800-221-1264

FAX: (718) 706-7678

Website: www.vanguardmil.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Aiguillette, Enlisted w/ "Hap Arnold" tip	3710220
Aiguillette, Officer Open Loop w/ "Hap Arnold" tip	3710120
Base Honor Guard Arc	31306
Base Honor Guard Patch Color w/Velcro	31353
Base Honor Guard Patch Subdued	31355
Ceremonial Belt	31308
Ceremonial Belt Brass Set	31450
Ceremonial Belt Keepers	31450A
Chrome Buttons (epaulettes)(pkg. of 2ea.	2900808
Chrome Buttons (large)(pkg. of 3ea)	31086
Hat Device	31305
Silver Braid ¾"	31074
Tie Clip Chrome "Hap Arnold"	313311
US National Flag Patch w/Velcro	01935

VANGUARD (cont.)

ITEM #	DESCRIPTION	UNIT	UPC
3056406	DRESS CAP SIZE 6-7/8	EACH	31624
3056407	DRESS CAP SIZE 7	EACH	31626
3056408	DRESS CAP SIZE 7-1/8	EACH	31627
3056409	DRESS CAP SIZE 7-1/4	EACH	31625
3056410	DRESS CAP SIZE 7-3/8	EACH	31628
3056411	DRESS CAP SIZE 7-1/2	EACH	31629
3056412	DRESS CAP SIZE 7-5/8	EACH	31630
3056413	DRESS CAP SIZE 7-3/4	EACH	31631
3020105	HAT INSIGNIA	EACH	31305
3088400	1/2" ALUMINUM CAP STRAP	EACH	30754
2787495	3/4" ALUMINUM BRAID	YARD	30806
3640610	U.S. INSIGNIA MIRROR FINISH	PAIR	30748
2151320	BASE HONOR GUARD ARC	EACH	31306
2500530	DRESS BELT WITH HAP ARNOLD BKLE	EACH	31308
3710220	ENLISTED SVE AIGUILLETTE	EACH	31309
3710215	OFFICER AIGUILLETTE - OPEN LOOP	EACH	31586
3710120	OFFICER DRESS AIGUILLETTE	EACH	31310
6200582	MF TIE BAR WITH H/A EMBLEM	EACH	31311
2900706	36/L MF H/A BTNS FOR JACKET	SET 3	31086
2900808	25/L MF H/A EPAULET BUTTONS	PAIR	31449
2900806	25/L MF H/A CAP SCREW BUTTONS	PAIR	31424
2522380	HAP ARNOLD EMBLEM BUCKLE	EACH	31450
9400500	HERRINGBONE 4-IN-HAND TIE	EACH	31312
9400600	HERRINGBONE PRE-TIED TIE	EACH	31313
5500155	PATENT LEATHER FLAG CARRIER	EACH	31415
4400206	BASE HONOR GUARD SUBD PATCH	EACH	31574
4400207	BASE HONOR GUARD COLOR/VELCRO	EACH	31575
2150225	BASE HONOR GUARD ENAMEL BADGE	EACH	31732

Section 2

16.11. **ARMORY EQUIPMENT AND SUPPLIES** **ANVIL CASE INC.**

POC: Customer Service

Connecticut

Address: Anvil Case
225 Black Rock Ave
Bridgeport, CT. 06605

Phone: (800) 243-5152
FAX: (203) 336-4406

Texas

Address: Anvil Case
2315 Luna RD
Carrollton, TX. 75006

Phone: (800) 852-4983
FAX: (972) 241-3998

California

Address: Anvil Case
15650 Salt Lake Ave.
Industry, CA. 91745

Phone: 1-800-359-2684
FAX: 1-800-733-2684

Website: <http://www.anvilcase.com>

Payment: IMPAC Visa Card

Item	Part Number
12/1 M-1 Rifle: ¼", 1" foam cutouts, with twist lock guard	01-29450107
30/1 Bayonets: ¼", ATA, 1" foam, cutouts, etha rim, with twist lock guards	01-29450108

16.12. BASE SUPPLY ARMORY EQUIPMENT

NOMENCALTURE	STOCK NUMBER
Case, Flag/Weapon	8345-00-178-8492
Flag, USAF	8345-01-134-1021
Flag, National 4'x5'	8345-00-130-3124
Flag, Internment	8345-01-334-6825
Cover, Internment Flag	8345-00-782-3010
Plugs, Ear	6515-00-137-6345
Noise Deflectors	4240-00-022-2946
Revolver, .38 Cal.	1005-00-835-9773
Rifle, M-1, Operational	1005-00-674-1425
Rifle, M-1, Inert	1005-00-599-3289
Rifle, Springfield 1903	1005-01-008-3251

16.13. BEE-KAY PARADE EQUIPMENT

POC: Customer Service

Address: 176-10 Central Ave.
Farmingdale, NY. 11735

Phone: 1-800-927-0102

FAX: (631) 753-9267

Website: info@beekay.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Web Flag Harness, Blue	638
Rifle Sling, White with nickel hardware	176
Rifle Sling, Olive Drab with subdued hardware	180
Rifle Sling, Black with nickel hardware	178

Notes:

1. The White sling is used for ceremonies while dressed in the Ceremonial Uniform.
2. **The Black, Olive, and Blue sling is used for training purposes only**

16.14. BIRCHWOOD SPORTING GOODS

POC: Customer Service

Address: Birchwood Laboratories, Inc.
 900 Fuller Road
 Eden Prairie, MN. 55344

Phone: (952) 937-7933

FAX: (952) 937-7979

Website: www.birchwoodcasey.com

Payment: IMPAC Visa Card

ITEM	SIZE
Tru-Oil (Minimum Order Quantity of 180)	3 oz.
Tru-Oil (Minimum Order Quantity of 180)	16 oz.
Tru-Oil (Minimum Order Quantity of 4)	1 gal.

Note:

1. The 3 oz. Bottle is regularly sold at for 4.95 (NEED TO CHANGE PRICES AND WILL NOT BE READY UNTIL END OF JANUARY) however if 180 bottles are purchased then the above price is given.
2. The 16 oz. Bottle is regularly sold at for 14.75, however if 180 bottles are purchased then the above price is given.
3. The 1 gallon container is regularly sold at for 44.00, however if 4 gallons are purchased then the above price is given.
4. Base Hazmat requires that no more than a 30 day supply be kept in storage at any one time.

16.15**GENERAL CUTLERY****POC:** David Reitz**Address:** General Cutlery, Inc.
1918 Country Road 232
Fremont, OH. 43420**Phone:** (419) 332-2316**FAX:** (419) 334-7119**Website:** N/A**Payment:** IMPAC Visa Card

ITEM
M-1 Korean Style Bayonet w/handle plated and buffed (9" blade)
M-6 (M-14) Style Bayonet w/handle chrome plated and buffed (6" blade)

16.16 GUN PARTS AND EQUIPMENT

POC: Liz Guinn

Address: West Hurley, NY

Phone: (914) 679-2417

FAX: (914) 679-5849

Website: N/A

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Bore Brush	G80A
Cleaning Rod	SBGAR
Bayonet Handle	G85
Bayonet Hinge Bar	G86
Bayonet Spring	
M-1 Butt Plate and Swivels	G150
M-1 Stock	New SRA-3E Used SRA-3B
Rear Handguard	New G53-A Used G53-D
Front Handguard	New G48-B Used G48-C
Springfield 1903 Stock	New SRA-1C Used SRA-1B

16.17**H&W MOLDERS INC.****POC:** Richard Brown**Address:** H&W Molders, Inc.
1031 W. Tennessee St.
Evansville, IN. 47710-1844**Phone:** (812) 423-9340**FAX:** (812) 423-9346**Website:** N/A**Payment:** IMPAC Visa Card

ITEM	PART NUMBER
M-1 Plastic Stock	MK6D96STK
M-1 Front Handcar	MK6D96FHG
M-1 Rear Handguard	MK6D96RHG

16.18. NATIONAL CAPITAL FLAG

POC: Claudia Reinsel (ext 203)

Address: National Capital Flag
 100 S. Quaker Lane
 Alexandria, VA. 22314

Phone: 1-800-368-3524 or (703) 751-2411

FAX: (703) 751-4874

Website: www.natlcapflag.com

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Cover, Personal Colors, Blue	992 case
Disc, Streamer Attachment (Hardware included)--AF Battle Streamers	610SSA (18)
Disc, Streamer Attachment (Hardware included)--Unit Guidon Streamers	G10SSA15
Flag, General Officer (3' x 5') – for fringe add 10.00	991GEN
Flag, POW/MIA (3' x 5')	6422053D
Flag, Unit Guidon	992GDAE
Flag, US National (4'-4" x 5'-6") w/fringe	1002123
Flag, US National (3' x 5') w/fringe	1002041
Flag, USAF (3' x 4') double embroidered	992AF3x4
Flag, USAF (4'-4" x 5'-6") double embroidered	9927123
Staff, Flag Breakdown (8ft) ash w/chrome	579LTCP2
Staff, Flag Breakdown (9ft) ash w/chrome	577LTCP2
Staff, Flag One-piece (8ft) ash w/chrome	576LTCP1
Staff, Flag One-piece (9ft) ash w/chrome	577LTCP1
Stand, Flag Chrome	5370001
State and Territorial Flag Set (3' x 5') w/fringe	2602053T
Streamers, Battle (individual)	991STRMR
United Nations Flag Set (3' x 5') PH Plain	4992052
Warhead, Staff Chrome	5180700

16.19.**VANGUARD**

POC: Charles Bostwick

Address: Norfolk, VA.

Phone: 1-800-221-1264

FAX: (718) 706-7678

Payment: IMPAC Visa Card

ITEM	PART NUMBER
Chrome Saber and Scabbard	89101AR
Metal Saber Chain	8963000
Chrome Sword and Scabbard	22923
Leather Sword Frog	22652
Patent Leather Harness	31415

16.20.

EXTRA ITEMS

Downtown Athletic North

(Black ball caps and black t-shirts)

POC: Larry Canard

Address: 7401C Fullerton Road

Springfield, VA 22163

Phone: 703-644-8466 or 8469

Glendale Industries

(M-1 Replicas)

Address: 192 Paris Ave.

Northvale, NJ 07647-2016F

Phone: 1-800-653-5515

Website: www.glendale.com

Hearos Inc.

(Flesh color hearing protection)

POC: Douglas Pick

Address: 3800 Benedict Canyon Lane

Sherman Oaks, CA 91423

Phone: 1-818-501-2899

Fax: 1-818-501-2786

180s Black Ear Muffs

Address: 701 E. Pratt Street Suite 180

Baltimore, MD 21022

Phone: 1-410-534-6320

Fax: 1-410-534-6321

Website: www.180s.com

Website: www.dapworld.com

Military Funeral Honors Training Video/Interment Flags

POC: Ms. Rosetta Penn (5' x 9.5' Cotton)

Phone: 703-695-7317 Base Supply

Email: rosetta.penn@bolling.af.mil (NSN: 8345-01-334-8825) or
Glendale Industries

General Information About The M-14 Rifle

(Weapons handling, storage, maintenance, etc.)

Reference: AFI 36-242, Services Mortuary Affairs Program, Chapter 8, Sec. 8.52,

Honor Guard Weapons and Ammunition Acquisition.

Chapter 17

OBTAINING SLOTS FOR IN-RESIDENCE COURSE

L5AZO8G000-001, USAF HONOR GUARD BASIC PROTOCOL, HONORS AND CEREMONIES COURSE

17.1. Course Description.

This course provides training for United States Air Force personnel in the knowledge and skills needed to perform duties as a Base Honor Guard member. The scope of training includes Military Funeral Honors Sequences, Ceremonial and Battle Dress Uniform (BDU) preparation, Colors, Pallbearer, and Firing Party Sequences; OIC/NCOIC Duties, and Bugler Duties.

17.2. Obtaining a slot.

To request a slot for the In-Residence course, contact your Unit Training Manager. The Unit Training Manager will then contact the MAJCOM TRQI Manager. The TRQI Manager will check the OTA Roster for the course slots. If there are slots available, then the name will be sent to Mrs. Kathy Crittenden at Kathy.Crittenden@randolph.af.mil. If there are no slots available, wait 60 days before class start date and Mrs. Crittenden will assign unfilled slots to your unit. Keep this in mind, the course that is provided are normally for the bases that perform Military Funeral Honors. If you do have individuals that are attending, there is information below that they would need to assist them while they are here.

17.3. Orders.

Students no longer need to send a copy of their orders to USAF HG.

17.4. Reporting Location and Time.

All students report to USAF Honor Guard Campus, 50 Duncan Ave, Bldg 48, Classroom 1, Bolling AFB, D.C. 20032 at 0630 on class start date. Military personnel need to be in a clean and ironed BDU. A welcome letter will be provided at the billeting office front desk with directions to the USAF HG Campus and reporting times.

17.5. Quarters.

Upon approval of your class notification, please contact the Bolling AFB billeting office at 1-888-AF Lodge (235-6343), 202-404-7050 or DSN 754-7050 to ensure a room is reserved for you (let personnel know that you are a student for the USAF/Base HG course, and arrival date). Due to extremely limited availability, confirmations need to be made as early as possible providing the appropriate information to the billeting personnel. Many TDY students stay in commercial lodging. Quarters are also available at Andrews AFB, DSN 858-4614 or Commercial 301-981-4614. Adequate commercial lodging is available in the District of Columbia, Maryland, and Northern Virginia within 5-10 miles of Bolling AFB. The billeting office will issue a Certificate of Non-Availability if the TDY orders read Bolling AFB and a letter if Non-Availability if the orders are for Washington, DC. ***Note: Personnel must try to obtain government quarters before seeking commercial lodging***

17.6. Transportation.

Students will need to arrangements for travel from the airport to Bolling AFB. Taxis and other forms of transportation are available at all area airports (Reagan-National, BWI, and Dulles). Parking slots are limited at the USAF HG Campus, so it is requested on the class start date that all students park in the parking lot to the left, across from the USAF HG campus parking lot. Students with transportation are encouraged to carpool because parking at the campus is limited. For personnel staying on base without transportation, the HG campus is approximately 7-10 minutes walking time from lodging. ***Note: It is highly recommended that students request a rental vehicle (available at area airports) if lodging cannot house students on Bolling AFB. Funding comes out of your unit to obtain a rental car.***

17.7. Meals.

The Dining Facility on Bolling AFB, DC is now closed. Full per diem rates for National Capital region will apply.

17.8. Proficiency Requirements.

Due to the AETC requirement, individuals that attend this course **must** attend *a minimum of 90%* of the course. This class is designed for intermediate students. In-Residence courses are fast paced and are intended to fine tune proficiency. Beginners are highly discouraged. Due to the amount of information exchanged in such a short amount of time, beginners will find it overwhelming and difficult to perform all the aspects of Military Funeral Honors to equal their experience level and could become discouraged. ***Note: Beginners attendance in the course must be coordinated through the USAF Honor Guard Base Honor Guard Program Manager (DSN: 767-3603 or 754-7498)***

17.9. Other.

Send the name, grade, SSN, organization, class start date, telephone numbers (including DSN), and mailing address for each student nominee to bhg.training@bolling.af.mil as soon as student receives notification.

17.10. Uniform Requirements.

The following items are the individual minimum requirements for the In-Residence course. All military personnel attending are **required** to bring BDUs, Service Dress Uniform, and PT gear listed below. ***Note: It is also recommended that students check weather prior to arriving in the Washington DC area to ensure proper cold weather gear is with them for outdoor training (i.e. gortex, black gloves, etc). Do not bring your Ceremonial uniform. Service Dress is required.***

17.10.1. Clothing Items

- 17.10.1.1. Service Coat with all Accouterments (1 ea.)
- 17.10.1.2. Light Weight Blue Jacket (1 ea.)
- 17.10.1.3. Blues Shirt Short or Long Sleeve (2 ea.)
- 17.10.1.4. Blues Trousers with Belt (1 ea.)
- 17.10.1.5. Tie with Tie Clip (Males) or Tie Tab (Females) (1 ea.)
- 17.10.1.6. Flight Cap (1 ea.)
- 17.10.1.7. Set of Ribbons (1 ea.)
- 17.10.1.8. Duty Badge (if applicable) (1 ea.)
- 17.10.1.9. Base Honor Guard Cookie (1 ea.)
- 17.10.1.10. Low Quarter Shoes (single sole) (1 pr.)
- 17.10.1.11. BDU or Base Honor Guard Hat (1 ea.)
- 17.10.1.12. BDU Top (1 ea.)
- 17.10.1.13. BDU Pants with Belt (1 ea.)
- 17.10.1.14. T-Shirts (black with no logo) (3 ea.)
- 17.10.1.15. Socks (3 pr.)
- 17.10.1.16. BDU Boots (1 pr.)
- 17.10.1.17. Gortex* (1 ea.)
- 17.10.1.18. Thermal Underwear* (1 pr.)

- 17.10.1.19. PT Shorts and Shirts (AF PT gear or civilian) (2 pr.)
- 17.10.1.20. PT Shoes (1 pr.)
- 17.10.1.21. Reflector Belt (1 ea.)
- 17.10.1.22. White Gloves with Silicone or Grip-Like Material (1 ea.)
- 17.10.1.23. Black or White Sling (1 ea.)
- 17.10.1.24. Black Gloves* (1 ea.)

Chapter 18

HOW TO APPLY TO THE USAF HONOR GUARD

18.1. General Duty Information

18.1.1. Performs as a member of the United States Air Force Honor Guard. Symbolizes the United States Air Force to American and foreign dignitaries at public ceremonies in the Washington DC area (National Capitol Region). Participates in Air Force and joint service arrival and departure ceremonies for the President, foreign heads of state, and other national or international dignitaries. Performs Military Funeral Honors for AF active duty, retired personnel, and veterans according to prescribing publication.

18.2. Approximate Recruiting Timeline

18.2.1. Generate a special duty application that includes all the necessary documentation (See SPECAT or contact hgrecruiting@bolling.af.mil)

18.2.2. Mail Package to :USAF Honor Guard
Attn: RECRUITING
50 Duncan Ave. Ste 1,
Bolling AFB, DC 20032

18.2.3. Once packages are received by the USAF Honor Guard the routing process begins. All packages are reviewed by the following offices: Unit Security, Recruiting & Admission, Operations, Chief Enlisted Manager, and the unit Commander.

18.2.4. Once the approval process is complete by the hiring authorities your information will be forwarded to AFPC for functional release from your primary AFSC.

18.2.5. Upon approval from the USAF Honor Guard hiring authority, the members Functional Manager (FM) will be notified for release for the special duty assignment. Once the Career Field Manager approves your release from your current AFSC the USAF Honor Guard leadership is notified and the assignment process begins.

18.2.6. Finally, the applicant will receive a letter from the USAF Honor Guard leadership on your selection for the special duty assignment.

18.2.7. Members local MPF will receive assignment RIP and forward it to your Unit CSS. PCS orders should be generated shortly thereafter.

2007 USAF HONOR GUARD TRAINING GUIDE CHANGES

Note: The only changes that will be annotated deal with subject matter or protocol issues. Grammatical and spelling corrections will not be included

****** Annotates important change or explanation***

1. pg. 14, Chapter 1.13.1.: **Added** - Note: The summer dress uniform does not present a ceremonial image and should be used only as a last resort.
2. pg. 15, Chapter 1.14.1.: **Added** - When wearing the light weight jacket, ensure that the elastic waist band is rolled underneath. This creates a more professional look to the jacket.
3. *** pg. 16, Chapter 1.17.4.: **Added** - Note: “To Honor With Dignity” or any other wording is no longer authorized on the back of the black ball cap.
4. pg. 44, Chapter 4.1.2.1.: **Changed** – 50 paces to 50-75 paces
5. pg. 44, Chapter 4.2.2.: **Added** - sized and cut to the weapon. If black gloves are worn for cold weather, black slings need to be used instead.
6. pg. 44, Chapter 4.2.3.: **Added** - along with seven magazines.
7. pg. 45, Chapter 4.2.6.1.: **Changed** - black patent leather holster to black holster
8. pg. 45, Chapter 4.3.1.2.: **Changed** – barrel down to inverted
9. *** pg. 45, Chapter 4.3.2.4.: **Added** - Note: (Never give unexpended rounds to the family.)
10. pg. 45, Chapter 4.3.3.1.: **Changed** – more experienced to keep steady cadence
11. pg. 46, Chapter 4.4.2.1.: **Added** - grounded to the foot
12. pg. 46, Chapter 4.4.3.2.: **Added** - and then call steady when they are in place with the rest of the line.
13. pg. 47, Chapter 4.4.4.3.: **Added** – (1) head is up with; (2) Note: NFP will wait for every individual to raise their head before calling the next command.
14. pg. 47, Chapter 4.4.5.1.: **Added** - keeping right leg straight.
15. pg. 47, Chapter 4.4.5.3.: **Added** – when ready
16. pg. 48, Chapter 4.4.6.2.: **Added** - with four fingers wrapped around the thumb
17. pg. 48, Chapter 4.4.8.: **Changed** - three count to two count

18. pg. 48, Chapter 4.4.8.1.: **Reworded**
19. pg. 49, Chapter 4.4.9.1.: **Changed** – top of stock to top of hand guard
20. pg. 49, Chapter 4.4.9.2.: **Reworded**
21. pg. 49, Chapter 4.4.10.3.: **Added** - left thumb is on the first groove of the hand guard and fingers together, wrapped around the front of the hand guard.
22. pg. 49, Chapter 4.4.11.1.: **Changed** – left side to left leg
23. pg. 50, Chapter 4.4.12.3.1.: **Added** - flare the weapon at a 45 degree angle
24. pg. 50, Chapter 4.4.12.3.2.: **Added** – still flared at a 45 degree angle
25. pg. 51, Chapter 4.4.12.4.4.1.: **Added** - and with the thumb along the index finger. The weapon will be at a 45 degree angle with the front sights level with the firing line member's eyes
26. pg. 51, Chapter 4.4.12.4.5.1.: **Changed** – parallel to aligned
27. pg. 53, Chapter 4.7.1.3.: **Reworded**
28. pg. 53, Chapter 4.7.2.2.: **Added** - and execute a Present, Arms
29. pg. 54, Chapter 4.7.3.2.: **Added** - with an automatic step off
30. pg. 56, Chapter 4.8.3.2.: **Added** - with an automatic step off
31. pg. 69, Chapter 6.5.2.: **Removed** – in the same manner as the flag breakdown sequence
32. pg. 71, Chapter 6.5.4.2.: **Changed** – team leader to NPB
33. pg. 72, Chapter 6.7.1.3.: **Reworded**
34. pg. 78, Chapter 6.10.10.: **Combined** - 6.10.10 & 6.10.11 from 2006 guide; numbers change henceforth
35. pg. 79, Chapter 6.10.10.5.: **Added** – two or three hang steps
36. *** pg. 81, Chapter 6.10.19.: **Added/Reworded** – explanation of modified hang step, “tap step”
37. pg. 83, Chapter 6.12.6.: **Added** - NPB will give the subdued command of “**Bumper**”. NPB and Fold will then take three steps past the rear bumper of the car and halt (no heel clicks) at the open doors to the rear seat.

- 38. pg. 85, Chapter 6.12.22.: **Added** – “Tap step” reference
- 39. pg. 87, Chapter 6.14.1.1.: **Added** - all pallbearers will grab their respective ends of the flag, and the team will rise to the standing position. The cadence to rise will be off of Mark and Cross Mark. At this point,
- 40. pg. 94, Table 16.14.2.: **Corrected** – Third Tug for Cross Mark and Mark
- 41. *** pg. 95-96, Chapter 6.15.: **Expanded** – Vault Lid Sequence
- 42. pg. 125, Chapter 9.4.: **Restructured**
- 43. *** pg. 163, Chapter 14: **Added** – Note about Taps being played during POW/MIA ceremony.
- 44. pg. 168, Chapter 15.8.: **Corrected** – (N) movement to movements
- 45. pg. 193, Chapter 16.13.: **Changed** – detail practice to training purposes only
- 46. pg. 201, Chapter 17.1.: **Added** – and Battle Dress Uniform
- 47. *** pg. 201, Chapter 17.4.: **Changed/Added** – (1) 0730 to 0630 class start time; (2) cleaned and ironed BDU
- 48. pg. 202, Chapter 17.5.: **Added** - Quarter request
- 49. pg. 202, Chapter 17.6.: **Corrected** - all students park in the parking lot to the left, across from the USAF HG campus parking lot
- 50. *** pg. 202, Chapter 17.7.: **Added** – Meals section
- 51. *** pg. 202, Chapter 17.8.: **Changed** - Note to Proficiency Requirements
- 52. pg. 201, Chapter 17.3.: **Deleted** - note now explains orders no longer necessary to be faxed

END OF TRAINING GUIDE